



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 04 OF 2025

DATE ISSUED 31 JANUARY 2025

1. Introduction

- 1.1 This Circular is, except during December, published on a weekly basis and contains the advertisements of vacant posts and jobs in Public Service departments.
- 1.2 Although the Circular is issued by the Department of Public Service and Administration, the Department is not responsible for the content of the advertisements. Enquiries about an advertisement must be addressed to the relevant advertising department.

2. Directions to candidates

- 2.1 Applications on form Z83 with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s). **NB: PROSPECTIVE APPLICANTS MUST PLEASE USE THE NEW Z83 WHICH IS EFFECTIVE AS AT 01 JANUARY 2021.**
- 2.2 Applicants must indicate the reference number of the vacancy in their applications.
- 2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.
- 2.4 It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

3. Directions to departments

- 3.1 The contents of this Circular must be brought to the attention of all employees.
- 3.2 It must be ensured that employees declared in excess are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.
- 3.3 Where vacancies have been identified to promote representativeness, the provisions of sections 15 (affirmative action measures) and 20 (employment equity plan) of the Employment Equity Act, 1998 should be applied. Advertisements for such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/appointment will promote representativeness, will receive preference.
- 3.4 Candidates must be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service.

4 SMS pre-entry certificate

- 4.1 To access the SMS pre-entry certificate course and for further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za.

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DEPARTMENT OF DEFENCE



- CLOSING DATE** : 28 February 2025 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021 or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>. Should an application be received using incorrect application employment form Z83, it will be disqualified, which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview which should not be older than six months. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application, it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. The level of appointments is dependent upon, qualifications, relevant experience and research output. The shortlisted candidates will be subjected to two (2) pre-entry assessments (practical and ethical exercise) which will determine the candidate's suitability. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

OTHER POSTS

- POST 04/01** : **DEPARTMENT OF MILITARY MANAGEMENT: PROFESSOR/ASSOCIATE/PROFESSOR/SENIOR LECTURER/ LECTURER REF NO: MILAC/03/04/25/01**
This is a re-advertisement and those who has previously applied are encouraged to re-apply
- SALARY** : MUE 2: R444 036 – R524 056 per annum (Level 09)
MUE 3: R552 081 – R650 322 per annum (Level 10)
MUE 4: R849 702 – R1 000 908 per annum (Level 11)
- CENTRE REQUIREMENTS** : Training Command, Military Academy Saldanha
MUE 2: Appropriate Honours Degree with a minimum of three years assessed experience after obtaining an Honours Degree or appropriate Masters with no experience. **MUE 3:** Appropriate Master's Degree with a minimum of six years assessed experience after obtaining an Honours Degree or appropriate Doctorate Degree or equivalent professional qualification with no experience. **MUE 4:** Doctorate in appropriate discipline plus limited research capability to a minimum weight of six points and minimum of eight years assessed experience after obtaining an Honours Degree or a Doctorate in appropriate discipline plus extensive research capability to a minimum weight of twenty five points and more than eight years assessed experience after obtaining an Honours Degree. Recommendations: Teaching and supervision at tertiary level Proven research output in related field. Good communication skills. Computer literacy. Special Requirement (skills needed): Academic skills: Lecturing and research ability of high standard. Managerial skills. Strong written and verbal communications skills at high degree of language proficiency in English (written and spoken). Diversity of tasks: Ability to handle a variety of academic tasks (teaching, research and community service). Work pressure: Ability to produce work of high quality under pressure and adherence to target dates as set out in the year plan. Interpersonal Skills.
- DUTIES** : Teaching at undergraduate and postgraduate levels, residential as well as Telematic Education Teaching strategic management, logistics, financial and business management Teaching at the SA Army College, the SA National War College and the SA National Defence College Teaching strategic management at postgraduate level Syllabus and curriculum development and developing learning materials Regular and sustainable research outputs in accredited journals Community Service rendering to the Department of Defence and Military Veterans, Academic, and Local communities related to the area of expertise. Routine administration associated with the above tasks.

- ENQUIRIES** : Lieutenant Colonel B.J. van Nieuwenhuyzen Tel No: (022) 702 3132 (bernardvn@sun.ac.za)
Lieutenant Colonel (Prof) M. Nel Tel No: (022) 702 3131 (michellen@sun.ac.za)
- APPLICATIONS** : Department of Defence, Defence Human Resource Division, Private Bag X2 Saldanha, 7395 or hand deliver to: HR Section Military Academy. Main Building room 12, Frans Erasmus Drive, Saldanha, 7395, or e-mail to Lt Col (Prof) M. Nel at fmsrecruitment@sun.ac.za
- POST 04/02** : **DEPARTMENT OF MILITARY TECHNOLOGY PROFESSOR/ ASSOCIATE PROFESSOR/SENIOR LECTURER/LECTURER REF NO: MILACD/03/04/25/02**
This is a re-advertisement and those who has previously applied are encouraged to re-apply
- SALARY** : MUE 2: R444 036 – R524 056 per annum (Level 09)
MUE 3: R552 081 – R650 322 per annum (Level 10)
MUE 4: R849 702 – R1 000 908 per annum (Level 11)
- CENTRE REQUIREMENTS** : Training Command, Military Academy Saldanha
MUE 2: Appropriate Honours Degree with a minimum of three years assessed experience after obtaining an Honours Degree or appropriate Masters with no experience. **MUE 3:** Appropriate Master's Degree with a minimum of six years assessed experience after obtaining an Honours Degree or appropriate Doctorate Degree or equivalent professional qualification with no experience. **MUE 4:** Doctorate in appropriate discipline plus limited research capability to a minimum weight of six points and minimum of eight years assessed experience after obtaining an Honours Degree or a Doctorate in appropriate discipline plus extensive research capability to a minimum weight of twenty five points and more than eight years assessed experience after obtaining an Honours Degree. Recommendations: Master's degree (M.Eng) or PhD in Mechanical, Mechatronic or Industrial (Mechanical) Engineering Previous work experience in the field of aviation, and/or aeronautical background. Experience in teaching and research at an academic level. Excellent written and verbal communication skills. Knowledge in military technology, aviation, and aircraft. Excellent scientific and technical knowledge. Programming skills. Proficient in MATLAB, modelling and simulation Teamwork skills and patience.
- DUTIES** : Teaching at undergraduate levels. Syllabus and curriculum development and developing learning materials. Research and publication in Military Science, natural science, and related disciplines Personal development by means of further study or performing research Social interaction with the community. Routine administration associated with the above tasks.
- ENQUIRIES** : Dr R. le Roux Tel No: (022) 702-3079 (rikusr@sun.ac.za)
Lieutenant Colonel (Prof) M. Nel Tel No: (022) 702-3131 (michellen@sun.ac.za)
- APPLICATIONS** : Department of Defence, Defence Human Resource Division, Private Bag X2, Saldanha, 7395 or hand deliver to: HR Section Military Academy. Main Building room 12, Frans Erasmus Drive, Saldanha, 7395, or e-mail to Lt Col (Prof) M. Nel at fmsrecruitment@sun.ac.za
- POST 04/03** : **DEPARTMENT OF MERCANTILE AND PUBLIC LAW (MIL): PROFESSOR/ASSOCIATE PROFESSOR/SENIOR LECTURER/ LECTURER REF NO: MILACD/03/04/25/03**
This is a re-advertisement and those who has previously applied are encouraged to re-apply
- SALARY** : MUE 2: R444 036 – R524 056 per annum (Level 09)
MUE 3: R552 081 – R650 322 per annum (Level 10)
MUE 4: R849 702 – R1 000 908 per annum (Level 11)
- CENTRE REQUIREMENTS** : Training Command, Military Academy Saldanha
MUE 2: Appropriate Honours Degree with a minimum of three years assessed experience after obtaining an Honours Degree or appropriate Masters with no experience. **MUE 3:** Appropriate Master's Degree with a minimum of six years assessed experience after obtaining an Honours Degree or appropriate Doctorate Degree or equivalent professional qualification with no experience. **MUE 4:** Doctorate in appropriate discipline plus limited research capability to a minimum weight of six points and minimum of eight years assessed experience after obtaining an Honours Degree or a Doctorate in appropriate discipline plus extensive research capability to a minimum weight of twenty five points and more than eight years assessed experience after obtaining an Honours Degree. Recommendations: LLD. Good communication and facilitation skills.
- DUTIES** : Teaching the legal and regulatory framework related to the Intelligence environment for undergraduate, postgraduate and distance education students on Telematic Education. Syllabus and curriculum development and developing learning materials. Research and publication in legal studies as well as related discipline. Render a service to the Department of Defence and Military Veterans and community interaction related to area of expertise. Routine administration associated with the abovementioned tasks.
- ENQUIRIES** : Lieutenant Colonel (Dr) S. Els Tel No: (022) 702 3130 (sonjae@sun.ac.za)
Lieutenant Colonel (Prof) M. Nel Tel No: (022) 702 3131 (michellen@sun.ac.za)
- APPLICATIONS** : Department of Defence, Defence Human Resource Division, Private Bag X2, Saldanha, 7395 or hand deliver to: HR Section Military Academy. Main Building room 12, Frans Erasmus Drive, Saldanha, 7395, or e-mail to Lt Col (Prof) M. Nel at fmsrecruitment@sun.ac.za.

- POST 04/04** : **DEPARTMENT OF INDUSTRIAL PSYCHOLOGY (MIL): PROFESSOR/ASSOCIATE PROFESSOR/SENIOR LECTURER/ LECTURER REF NO: MILACD/03/04/255/44/24/04**
This is a re-advertisement and those who has previously applied are encouraged to re-apply
- SALARY** : MUE 2: R444 036 – R524 056 per annum (Level 09)
MUE 3: R552 081 – R650 322 per annum (Level 10)
MUE 4: R849 702 – R1 000 908 per annum (Level 11)
- CENTRE REQUIREMENTS** : Training Command, Military Academy Saldanha
MUE 2: Appropriate Honours Degree with a minimum of three years assessed experience after obtaining an Honours Degree or appropriate Masters with no experience. **MUE 3:** Appropriate Master's Degree with a minimum of six years assessed experience after obtaining an Honours Degree or appropriate Doctorate Degree or equivalent professional qualification with no experience. **MUE 4:** Doctorate in appropriate discipline plus limited research capability to a minimum weight of six points and minimum of eight years assessed experience after obtaining an Honours Degree or a Doctorate in appropriate discipline plus extensive research capability to a minimum weight of twenty five points and more than eight years assessed experience after obtaining an Honours Degree. Recommendations: Preferably a Doctorate in Industrial Psychology. Registration with the HPCSA preferably as an Industrial Psychologist. Experience in lecturing at under- and postgraduate level.
- DUTIES** : Teaching at undergraduate and postgraduate levels on and off campus. Syllabus and curriculum development and developing of learning materials. Research and publication in lecturing subject and/or related disciplines. Supervision of postgraduate students and associated research. Service rendering to the Department of Defence and Military Veterans and the community related to area of expertise. Routine administration associated with the above tasks.
- ENQUIRIES** : Captain P. Luzipo Tel No: (022) 702 3191 (palesal@sun.ac.za) Lieutenant Colonel (Prof) M. Nel Tel No: (022) 702 3131 (michellen@sun.ac.za)
- APPLICATIONS** : Department of Defence, Defence Human Resource Division, Private Bag X2, Saldanha, 7395 or hand deliver to: HR Section Military Academy. Main Building room 12, Frans Erasmus Drive, Saldanha, 7395, or e-mail to Lt Col (Prof) M. Nel at fmsrecruitment@sun.ac.za.
- POST 04/05** : **DEPARTMENT OF MILITARY MANAGEMENT PROFESSOR/ ASSOCIATE PROFESSOR/SENIOR LECTURER/ LECTURER REF NO: MILACD/03/04/25/05**
This is a re-advertisement and those who has previously applied are encouraged to re-apply
- SALARY** : MUE 2: R444 036 – R524 056 per annum (Level 09)
MUE 3: R552 081 – R650 322 per annum (Level 10)
MUE 4: R849 702 – R1 000 908 per annum (Level 11)
- CENTRE REQUIREMENTS** : Training Command, Military Academy Saldanha
MUE 2: Appropriate Honours Degree with a minimum of three years assessed experience after obtaining an Honours Degree or appropriate Masters with no experience. **MUE 3:** Appropriate Master's Degree with a minimum of six years assessed experience after obtaining an Honours Degree or appropriate Doctorate Degree or equivalent professional qualification with no experience. **MUE 4:** Doctorate in appropriate discipline plus limited research capability to a minimum weight of six points and minimum of eight years assessed experience after obtaining an Honours Degree or a Doctorate in appropriate discipline plus extensive research capability to a minimum weight of twenty five points and more than eight years assessed experience after obtaining an Honours Degree. Recommendations: Experience in teaching and supervision at tertiary level. Good communication skills. Computer literacy.
- DUTIES** : Teaching at undergraduate and postgraduate levels, residential as well as Telematic Education. Teaching strategic management, logistics, financial and business management. Teaching at the SA Army College, the SA National War College and the SA National Defence College. Teaching financial management at postgraduate level. Syllabus and curriculum development and developing learning materials. Regular and sustainable research outputs in accredited journals. Community Service rendering to the Department of Defence and Military Veterans, Academic, and Local communities related to the area of expertise. Routine administration associated with the above tasks.
- ENQUIRIES** : Lieutenant Colonel B.J. van Nieuwenhuyzen Tel No: (022) 702 3132 (bernardvn@sun.ac.za); Lieutenant Colonel (Prof) M. Nel Tel No: (022) 702 3131 (michellen@sun.ac.za)
- APPLICATIONS** : Department of Defence, Defence Human Resource Division, Private Bag X2, Saldanha, 7395 or hand deliver to: HR Section Military Academy. Main Building room 12, Frans Erasmus Drive, Saldanha, 7395, or e-mail to Lt Col (Prof) M. Nel at fmsrecruitment@sun.ac.za.
- POST 04/06** : **DEPARTMENT OF PUBLIC AND DEVELOPMENT MANAGEMENT PROFESSOR/ASSOCIATE/PROFESSOR/SENIOR LECTURER/ LECTURER REF NO: MILACD/03/04/25/06**
This is a re-advertisement and those who has previously applied are encouraged to re-apply
- SALARY** : MUE 2: R444 036 – R524 056 per annum (Level 09)
MUE 3: R552 081 – R650 322 per annum (Level 10)
MUE 4: R849 702 – R1 000 908 per annum (Level 11)
- CENTRE** : Training Command, Military Academy Saldanha

- REQUIREMENTS** : **MUE 2:** Appropriate Honours Degree with a minimum of three years assessed experience after obtaining an Honours Degree or appropriate Masters with no experience. **MUE 3:** Appropriate Master's Degree with a minimum of six years assessed experience after obtaining an Honours Degree or appropriate Doctorate Degree or equivalent professional qualification with no experience. **MUE 4:** Doctorate in appropriate discipline plus limited research capability to a minimum weight of six points and minimum of eight years assessed experience after obtaining an Honours Degree or a Doctorate in appropriate discipline plus extensive research capability to a minimum weight of twenty five points and more than eight years assessed experience after obtaining an Honours Degree. Recommendations: Experience in teaching and supervision at tertiary level. Proven research output in the field of Public Administration Knowledge and ability to teach Development Studies Undergraduate and Postgraduate level. Familiarity with Civil-Military Relations. Good communication skills. Computer literacy.
- DUTIES** : Teaching at undergraduate and postgraduate levels, residential as well as Telematics Education. Teaching of the following modules: Development Management/Development Studies as well as Labour Relations undergraduate as well as postgraduate level. Public Management and Public Policy Analysis at Postgraduate level. Syllabus and curriculum development and developing learning materials. Regular and sustainable research outputs in accredited journals. Community Service rendering to the Department of Defence and Military Veterans, Academic and Local communities related to the area of expertise. Routine administration associated with the above tasks.
- ENQUIRIES** : Mrs S. Mathee Tel No: (022) 702 3114 (mathee@sun.ac.za) Lieutenant Colonel (Prof) M. Nel Tel No: (022) 702 3131 (michellen@sun.ac.za)
- APPLICATIONS** : Department of Defence, Defence Human Resource Division, Private Bag X2, Saldanha, 7395 or hand deliver to: HR Section Military Academy. Main Building room 12, Frans Erasmus Drive, Saldanha, 7395, or e-mail to Lt Col (Prof) M. Nel at fmsrecruitment@sun.ac.za.
- POST 04/07** : **DEPARTMENT OF GEOGRAPHY (MIL) PROFESSOR/ASSOCIATE PROFESSOR/SENIOR LECTURER/LECTURER REF NO: MILACD/3/04/25/07**
This is a re-advertisement and those who has previously applied are encouraged to re-apply
- SALARY** : MUE 2: R444 036 – R524 056 per annum (Level 09)
MUE 3: R552 081 – R650 322 per annum (Level 10)
MUE 4: R849 702 – R1 000 908 per annum (Level 11)
- CENTRE REQUIREMENTS** : Training Command, Military Academy Saldanha
: **MUE 2:** Appropriate Honours Degree with a minimum of three years assessed experience after obtaining an Honours Degree or appropriate Masters with no experience. **MUE 3:** Appropriate Master's Degree with a minimum of six years assessed experience after obtaining an Honours Degree or appropriate Doctorate Degree or equivalent professional qualification with no experience. **MUE 4:** Doctorate in appropriate discipline plus limited research capability to a minimum weight of six points and minimum of eight years assessed experience after obtaining an Honours Degree or a Doctorate in appropriate discipline plus extensive research capability to a minimum weight of twenty five points and more than eight years assessed experience after obtaining an Honours Degree. Recommendations: A postgraduate qualification in Military Geography or PhD in Geography. Experience in lecturing and supervision at undergraduate and post-graduate level. Proven involvement in research projects (especially research projects related to the military).
- DUTIES** : Teaching at undergraduate and postgraduate levels, specifically in Human Geography in military contexts, residential as well as ITE. Syllabus and curriculum development, and developing of learning materials. Research and publication in Geography and related disciplines. Service rendering to the Department of Defence and Military Veterans and community service related to area of expertise. Routine administration associated with the above tasks.
- ENQUIRIES** : Dr I. Henrico Tel No: (022) 702 3158 (ivanh@sun.ac.za) Lieutenant Colonel (Prof) M. Nel Tel No: (022) 702 3131 (michellen@sun.ac.za)
- APPLICATIONS** : Department of Defence, Defence Human Resource Division, Private Bag X2, Saldanha, 7395 or hand deliver to: HR Section Military Academy. Main Building room 12, Frans Erasmus Drive, Saldanha, 7395, or e-mail to Lt Col (Prof) M. Nel at fmsrecruitment@sun.ac.za.
- POST 04/08** : **DEPARTMENT OF MILITARY HISTORY PROFESSOR/ ASSOCIATE PROFESSOR/SENIOR LECTURER/LECTURER REF NO: MILACD/03/04/25/08**
This is a re-advertisement and those who has previously applied are encouraged to re-apply
- SALARY** : MUE 2: R444 036 – R524 056 per annum (Level 09)
MUE 3: R552 081 – R650 322 per annum (Level 10)
MUE 4: R849 702 – R1 000 908 per annum (Level 11)
- CENTRE REQUIREMENTS** : Training Command, Military Academy Saldanha
: **MUE 2:** Appropriate Honours Degree with a minimum of three years assessed experience after obtaining an Honours Degree or appropriate Masters with no experience. **MUE 3:** Appropriate Master's Degree with a minimum of six years assessed experience after obtaining an Honours Degree or appropriate Doctorate Degree or equivalent professional qualification with no experience. **MUE 4:** Doctorate in appropriate discipline plus limited research capability to a minimum weight of six points and minimum of eight years assessed experience after obtaining

an Honours Degree or a Doctorate in appropriate discipline plus extensive research capability to a minimum weight of twenty five points and more than eight years assessed experience after obtaining an Honours Degree. Recommendations: Experience in lecturing and supervision at undergraduate and post-graduate level. Proven involvement in research

DUTIES : Teaching at undergraduate and postgraduate levels in Military History, residential as well as Telematic Education Teaching at various Department of Defence colleges as required. Curriculum development and developing of learning materials. Research and publication in Military History and related disciplines. Service rendering to the Department of Defence and Military Veterans related to area of expertise. Routine administration associated with the above tasks.

ENQUIRIES : Mr L. Makau Tel No: (022) 7023021 (makaul@sun.ac.za)
Lieutenant Colonel (Prof) M. Nel Tel No: (022) 702 3131 (michellen@sun.ac.za)

APPLICATIONS : Department of Defence, Defence Human Resource Division, Private Bag X2 Saldanha, 7395 or hand deliver to: HR Section Military Academy. Main Building room 12, Frans Erasmus Drive, Saldanha, 7395, or e-mail to Lt Col (Prof) M. Nel at fmsrecruitment@sun.ac.za

POST 04/09 : **CENTRE FOR MILITARY STUDIES (CEMIS) PROFESSOR/ ASSOCIATE PROFESSOR/SENIOR LECTURER/LECTURER REF NO: MILACD/03/04/25/09**

SALARY : MUE 2: R444 036 – R524 056 per annum (Level 09)
MUE 3: R552 081 – R650 322 per annum (Level 10)
MUE 4: R849 702 – R1 000 908 per annum (Level 11)

CENTRE REQUIREMENTS : Training Command, Military Academy Saldanha.
MUE 2: Appropriate Honours Degree with a minimum of three years assessed experience after obtaining an Honours Degree or appropriate Masters with no experience. **MUE 3:** Appropriate Master's Degree with a minimum of six years assessed experience after obtaining an Honours Degree or appropriate Doctorate Degree or equivalent professional qualification with no experience. **MUE 4:** Doctorate in appropriate discipline plus limited research capability to a minimum weight of six points and minimum of eight years assessed experience after obtaining an Honours Degree or a Doctorate in appropriate discipline plus extensive research capability to a minimum weight of twenty five points and more than eight years assessed experience after obtaining an Honours Degree. Recommendations: A Doctorate in a security related field. Experience working within the defence environment or defence related field. Experience in policy development, strategic management and/or defence industry.

DUTIES : Conduct defence-related research for publication in books, academic journals and presenting at academic seminars and conferences. Teach research methodology at the Faculty of Military Science and other staff colleges, such as the SA National War College and SA National Defence College. Provide strategic inputs into selected projects of the Department of Defence. Supervise postgraduate students.

ENQUIRIES : Dr M.B. Khanyile Tel No: (022) 702 3095 (mosesk@sun.ac.za)
Lieutenant Colonel (Prof) M. Nel Tel No: (022) 702 3131 (michellen@sun.ac.za)

APPLICATIONS : Department of Defence, Defence Human Resource Division, Private Bag X2, Saldanha, 7395 or hand deliver to: HR Section Military Academy. Main Building room 12, Frans Erasmus Drive, Saldanha, 7395, or e-mail to Lt Col (Prof) M. Nel at fmsrecruitment@sun.ac.za

POST 04/10 : **DEPARTMENT OF EDUCATIONAL TECHNOLOGY PROFESSOR/ASSOCIATE PROFESSOR/SENIOR LECTURER/ LECTURER REF NO: MILACD/03/04/25/10**
This is a re-advertisement and those who has previously applied are encouraged to re-apply

SALARY : MUE 2: R444 036 – R524 056 per annum (Level 09)
MUE 3: R552 081 – R650 322 per annum (Level 10)
MUE 4: R849 702 – R1 000 908 per annum (Level 11)

CENTRE REQUIREMENTS : Training Command, Military Academy Saldanha.
MUE 2: Appropriate Honours Degree with a minimum of three years assessed experience after obtaining an Honours Degree or appropriate Masters with no experience. **MUE 3:** Appropriate Master's Degree with a minimum of six years assessed experience after obtaining an Honours Degree or appropriate Doctorate Degree or equivalent professional qualification with no experience. **MUE 4:** Doctorate in appropriate discipline plus limited research capability to a minimum weight of six points and minimum of eight years assessed experience after obtaining an Honours Degree or a Doctorate in appropriate discipline plus extensive research capability to a minimum weight of twenty five points and more than eight years assessed experience after obtaining an Honours Degree.

DUTIES : Academic support to residential as well as Telematic Education students. Training at various Department of Defence colleges as required. Support programme development and developing of training materials and methods for vulnerable students in language proficiency, comprehension and writing skills. Service rendering to the Department of Defence and Military Veterans related to area of expertise. Routine administration associated with the above tasks.

ENQUIRIES : Dr L.M. Khoza Tel No: (022) 702 3064 (khozal@sun.ac.za)
Lieutenant Colonel (Prof) M. Nel Tel No: (022) 702 3131 (michellen@sun.ac.za)

- APPLICATIONS** : Department of Defence, Defence Human Resource Division, Private Bag X2, Saldanha, 7395 or hand deliver to: HR Section Military Academy. Main Building room 12, Frans Erasmus Drive, Saldanha, 7395, or e-mail to Lt Col (Prof) M. Nel at fmsrecruitment@sun.ac.za.
- NOTE** : Recommendations: Familiarity and exposure to e-learning/hybrid learning systems.
- POST 04/11** : **SENIOR PERSONNEL PRACTITIONER: FURTHER EDUCATION AND TRAINING REF NO: DETD/04/04/25**
Directorate: Education Training and Development (ETD)
- SALARY CENTRE REQUIREMENTS** : R376 413 per annum (Level 08)
: Pretoria
: Grade 12 (NQF L4) or equivalent with a minimum of three years recognised National Diploma (NQF Level 6) in Human Resource Development or Education Training and Development practices. Minimum of two to three (2 – 3) years of experience in HRD/HRM with special reference to ETD. Special requirements (skills needed) Computer skills will be essential (MS Word, MS Power Point, and MS Excel). Communication skills (verbal, exchange notes, articles, bulletins, presentations and reports). Good interpersonal, organising, problem solving, research, analysing, innovative and creative, assertiveness, decision making, influencing, presentation and negotiating skills. Knowledge of Public Service Act Personnel (PSAP) legislation and ETD prescripts. Proficiency in the operational language of the DOD. Drivers' license is essential and willing to obtain a military drivers' license. Must be able to obtain a confidential security clearance within a year.
- DUTIES** : Participate in the prescribed processes for the composition and promulgation of Further Education and Training (FET) strategy and policy including that for special programmes. Coordinate the availability of FET learning programmes. Conduct research on FET. Participate and report on review outcome analysis for Defence Civilians (Def Civ) with special reference to FET. Participate in the advocacy of FET. Participate in the design, development and maintenance of a learning path for Def Civ. Contribute to the monitoring, evaluation and reporting on FET, with special reference to monthly, quarterly and annual reporting on own objectives, as part of Performance against Plan (PAP). Assist the Def Civ ETD Development Section with any additional tasks that might be allocated i.e. Projects on Service Delivery Improvement.
- ENQUIRIES APPLICATIONS** : Ms. V.M. Sebeho Tel No: (012) 355 5710/Ms M.N. Seanego Tel No: (012) 355 6081
: Department of Defence, Human Resource Division, Chief Directorate HR Development, Private Bag X159, Pretoria, 0001 or hand deliver at Department of Defence, Armscor Building, Cnr Boeing & Nossob Street, Erasmuskloof, Pretoria or emailed to ysebeho30@gmail.com
- NOTE** : People living with disabilities are encouraged to apply. The confirmation of appointment of the successful candidate will be reliant on the positive outcome regarding the verification of qualifications by SAQA and clearance/vetting by Defence Intelligence.
- CLOSING DATE** : 14 February 2025
- POST 04/12** : **PERSONNEL OFFICIAL: PRODUCTION (MOBILITY) REF NO: DHRCM/01/04/25/0**
Directorate: Human Resource Career Management PSAP
- SALARY CENTRE REQUIREMENTS** : R216 417 per annum (Level 05)
: Pretoria
: Grade 12 Certificate (NQF Level 4) or equivalent. Experience in HR administration will be an added advantage. Special requirements (skills needed): Language proficiency in English (written and verbal). Computer literate. Typing skills, Good communication skills. Good interpersonal skill and organising skills. Knowledge in HR Legislation, policies, practises and procedures. Knowledge of MS Word, Excel and Power Point. Ability to interpret, verify data on PERSOL system. Demonstrate higher level of professionalism. Good telephone etiquette. Client orientated.
- DUTIES** : Successful candidate will be required to perform the following duties: Administer and coordinate the appointment of Public Servant Act Personnel (PSAP) on PERSOL System. Capture Senior Management Services (SMS) Performance Management and Development System (PMDS) on PERSOL system. Administer allocation of salary progression of employees not covered by Occupational Specific Dispensation (OSD). Handle acting allowance enquiries. Handle HR issues such as SMS appointments, PSAP detached duty, service conditions, and remuneration and employment matters.
- ENQUIRIES APPLICATIONS** : Ms Z.E. Zwane Tel No: (012) 339 5462
: Department of Defence, Directorate Human Resource Career Management (PSAP), Private Bag X976, Pretoria, 0001 or may be hand-delivered at Bank of Lisbon, 400 Paul Kruger Street, Pretoria or emailed to dhrcmstaffing@gmail.com
- CLOSING DATE** : 14 February 2025
- POST 04/13** : **PERSONNEL OFFICIAL: PRODUCTION (RECRUITMENT AND SELECTION) REF NO: DHRCM/01/04/25/02**
Directorate: Human Resource Career Management PSAP
- SALARY CENTRE** : R216 417 per annum (Level 05)
: Pretoria

- REQUIREMENTS** : Grade 12 Certificate (NQF Level 4) or equivalent. Experience in HR Recruitment and Selection administration will be an added advantage. Special requirements (skills needed): Language proficiency in English (written and verbal). Computer literate. Typing skills. Knowledge of MS Word, Excel and Power Point., Good communication skills. Good interpersonal skill and organising skills. Knowledge in HR Legislation, policies, practises and procedures in the areas of recruitment and selection. Ability to interpret and verify data on PERSOL system. Demonstrate higher level of professionalism. Good telephone etiquette. Client orientated.
- DUTIES** : Successful candidate will be required to perform the following duties: Provide an internal consultancy service to colleagues, Line management and clients iro recruitment, selection and appointments matters. Interpret rules and regulations that regulate recruitment, selection and appointment. Prepare and present submission iro filling of vacant post to higher authority. Compile letter of appointment and general staffing enquiries. Provide a personnel administration support with reference to placement of advertisements of vacant post in the Department of Defence (DOD). Conduct administration of Preliminary Vetting and Send submission to DI.
- ENQUIRIES APPLICATIONS** : Ms T.N. Gqunu Tel No: (012) 339 5421
- Department of Defence, Directorate Human Resource Career Management (PSAP), Private Bag X976, Pretoria, 0001 or may be hand-delivered at Bank of Lisbon, 400 Paul Kruger Street, Pretoria, 0001 or emailed to dhrcmstaffing@gmail.com
- CLOSING DATE** : 14 February 2025
- POST 04/14** : **SENIOR SECRETARY GRADE II REF NO: CDHRM/ 01/04/25/03**
Chief Directorate: Human Resource Management
- SALARY CENTRE REQUIREMENTS** : R216 417 per annum (Level 05)
Pretoria
- A minimum of Grade 12/NQF Level 4. Secretarial experience will be an advantage. Special requirements (skills needed): Language skills and the ability to communication well with people at different levels. Computer literate (MS Word, Excel and Power Point) and good telephone etiquette. Sound organisational skills. Good inter-personal skills. High level of reliability. Good communication skills. Ability to act with tact and discretion.
- DUTIES** : Provide a secretarial support service to the Chief Director. Receive telephone calls and refers the calls to the correct role. Record appointments and events in the dairy of the Chief Director. Operate office equipment like fax and photocopying machine. Liaises with travelling agencies to make travelling arrangements for Chief Director. Processes travel and subsistence claims for Chief Director. Follow up the arrangements and discuss with the Chief Director when the relevant documents are received to ensure that the Chief Director endorsed the accommodation prior confirmation. Arrange meetings and events for Chief Director. Book venues, invites role player, organise refreshments and set up schedules for meetings and events. Process all invoices that emanate from activities of the work of the Chief Director. Records basic minutes of the meetings of the Chief Director. Draft routine correspondence and reports. Establish and maintain filing system in the office of the Chief Director. Administers matters like the leave for the Chief Director. Handle the procurement of standard items like stationary, refreshments etc. Collect all relevant documents to enable the Chief Director to prepare for meetings. Manage the correspondences in and out of the Chief Director's office. Ensure that documents submitted for the Chief Director's approval adhere to set norms and standards. Remain abreast with the procedures and processes that apply in the DOD to ensure efficient and effective support to the Chief Director. Study the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly.
- ENQUIRIES APPLICATIONS** : Lieutenant Colonel J.K. Rapolai Tel No: (012) 339 5246
- Department of Defence, Chief Directorate Human Resource Management, Private Bag X976, Pretoria, 0001 or hand delivered to: Bank of Lisbon Building, 400 Paul Kruger Street, Pretoria, 0001 or emailed to psocdhrm@outlook.com
- CLOSING DATE** : 14 February 2025
- POST 04/15** : **FOOD SERVICE AID II: REF NO: MILACD/03/04/25/11**
- SALARY CENTRE REQUIREMENTS** : R131 265 per annum (Level 02)
Training Command, Military Academy Saldanha
- A minimum of Grade 2-9 or ABET Level 1-4/ Standard 2 – 7. Special requirements (Skills needed): Basic literacy and numerical skills. Knowledge of Hygiene. Knowledge of reading recipes and preparing food accordingly to the quantity of meals needed. Ability to read, speak and write in official language. Ability to operate heavy duty cleaning equipment and handle heavy cooking equipment. Occupational health and safety principles. Be willing to work shifts and overtime which include weekends and public holidays.
- DUTIES** : Assist in the receipt and storage of all provisions and stock in the food service unit. Preparation and production of all normal and therapeutic diets. Weighing, dishing and distribution of food. Clean all areas, utensils and equipment in the Combined Club. Follow and adhere to health and safety prescripts. Follow and adhere to elementary control measures and standard operating procedures.
- ENQUIRIES** : Major R.C. Selomo Tel No: (022) 702 3010 or 2Lt M.R. Ngwenya Tel No: (022) 702 3007

APPLICATIONS

: Department of Defence, defence human Resource Division, Private Bag X2, Saldanha, 7395 or hand deliver to: HR Section Military Academy. Main Building room 12, Frans Erasmus Drive, Saldanha, 7395 or email to ngwenya@sun.ac.za

DEPARTMENT OF HOME AFFAIRS



- APPLICATIONS** : Applications compliant with the “Directions to Applicants” above, must be submitted online at <https://eRecruitment.dha.gov.za> or sent to the correct address specified as follows:
Eastern Cape: Postal Address: Private Bag 7413, King Williams Town, 5600 Physical address: 11 Hargreaves Avenue, King William’s Town, 5600
Free State: Postal Address: Postal address: P.O Box 12262 Brandhof 9324 Physical Address: 40 Victoria Street Willows Bloemfontein 9301
Gauteng: Postal Address: Private Bag X108, Braamfontein, 2017, Physical Address: 3rd Floor, Mineralia Building, Cnr De Beer and De Korte Street, Braamfontein, 2017
KwaZulu-Natal: Postal Address: Private Bag X09, Pietermaritzburg 3209 Physical address: 181 Church Street, Pietermaritzburg 3209
Limpopo: Postal Address: Private Bag X 9517, Polokwane, 0700 Physical Address: 89 Biccard Street, Polokwane, 0699
Mpumalanga: Postal Address: Private Bag X11264, Nelspruit, 1200, Physical Address: 29 Bester Street, Nelspruit, 1200
Northern Cape: Postal Address: Private Bag X6073, Kimberley 8300 Physical Address: Quantum Leap Building, 69 Du Toitspan Road, Kimberley, 8300
North West: Postal Address: Private Bag X119, Mmabatho, 2735, Physical Address: Cnr Sheppard and Carrington Street, Mafikeng, 2745
Western Cape: Postal Address: Private Bag X9103, Cape Town, 8000 Physical Address: 4th Floor Fair Cape Building, 56 Barrack Street,
Cape Town, 8000 Head Office Postal Address: Private Bag X114, Pretoria, 0001 Physical Address: 230 Johannes Ramokhoase Street, Pretoria, 0001 on or before the closing date
- CLOSING DATE** : 28 February 2025
- NOTE** : Accompanied by a fully completed Application for Employment Form (New Z83, effective from 1 January 2021), obtainable at www.dpsa.gov.za and a comprehensive CV, (citing the start and end date (dd/mm/yy), job title, duties performed and exit reason for each employment period to be considered, as well as the details of at least two contactable employment references (as recent as possible)); as well as a copy of the applicant’s valid driver’s licence and PDP (if specified as a job requirement). Shortlisted candidates are required to submit a copy of their ID document, relevant educational qualifications / RPL certificates / Academic Transcripts of completed qualifications, and details of current earnings (latest salary advice). Furthermore, applicants who possess (a) foreign qualification(s), will be required to submit the evaluated results of such qualifications, as received from the South African Qualifications Authority (SAQA), by a specified date, and will be subjected to an interview, various relevant tests and assessment, and employment suitability checks (credit, criminal, citizenship, qualifications, employment references including verification of exit reasons, and conducting business with State). In the filling of entry-level positions, preference may be given to locally based candidates on grounds of affordability, as well as this Department’s Interns and Learners who have successfully completed their respective skills development programmes and satisfy the inherent requirements of the post. Once appointed, serving of a prescribed probation period, and obtaining of a security clearance appropriate to the post, will be required. Correspondence between the Department and candidates will be limited to shortlisted candidates, only.
- OTHER POSTS**
- POST 04/16** : **CONTROL IMMIGRATION OFFICER: INSPECTORATE (X10 POSTS)**
 (This is a re-advertisement, Candidates who have previously applied, and are still interested, are kindly requested to re-apply)
- SALARY CENTRE** : R376 413 - R443 403 per annum (Level 08). A basic salary package
 : Eastern Cape: Large Office: East London Ref No: HRMC 4/25/1a (X1 Post)
 : Free State: Medium Office: Kroonstad Ref No: HRMC 4/25/1b (X1 Post)
 : Gauteng: Large Office: Soweto Ref No: HRMC 4/25/1c (X1 Post)
 : Head Office: Lindela Holding Facility Ref No: HRMC 4/25/1d (X1 Post)
 : KwaZulu-Natal: Large Office: Ethekwini Ref No: HRMC 4/25/1e (X1 Post)
 : Limpopo: Large Office: Polokwane Ref No: HRMC 4/25/1f (X1 Post)
 : Mpumalanga: Large Office: Emalaheni Ref No: HRMC 4/25/1g (X1 Post)
 : Northern Cape: Large Office: Upington Ref No: HRMC 4/25/1h (X1 Post)
 : North West: Medium Office: Brits Ref No: HRMC 4/25/1i (X1 Post)
 : Western Cape: Large Office: Cape Town Ref No: HRMC 4/25/1j (X1 Post)
- REQUIREMENTS** : A qualification in Law, Public Management, Public Administration, Policing, Criminology, Forensics or Criminal Justice at NQF level 6 as recognized by SAQA. 2 Years’ experience in a law enforcement environment. Knowledge of the Immigration Act, Refugees Act, Criminal Procedure Act, and relevant Regulations. Knowledge of International treaties. Knowledge and

understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. A valid drivers' license (Code C1) or C (Code 10). Valid Public Driver Permit (PDP). Willingness to travel including outside of the borders of South Africa. Work extended hours Required skills and competencies: Service delivery innovation. Client orientation and customer focus. Excellent interpersonal skills. Problem solving and conflict management. Analytical skills. Planning, organising and time management. Good written and verbal communication skills. Report writing. Computer literacy. Patriotic, Honesty and Integrity.

DUTIES

: The successful candidates will be responsible for, amongst others, the following specific tasks: Provide effective law enforcement, and monitoring of the investigation of illegal foreigners according to the Immigration Act No 13 of 2002. Supervise, administrate and enforce the detection, tracing, arrest and detention of illegal foreigners within the Country. Ensure effective investigation of cases involving smuggling of migrants, human trafficking and illegal mass production of enabling documents such as birth certificates, travel documents, permits, Visas, Identity documents and theft of face value documents. Assist in dealing with illegal migration facilitated by corruption, and other high profile cases. Appear and testify in court proceedings (both criminal and civil), as well as disciplinary enquiries on behalf of the Department. Monitor the process of the deportation of illegal foreigners out of the Country to their country of origin. Administrate and implement inspections in loco. Assist in the promotion of a climate in the Country that discourages illegal migration and ensures that illegal foreigners depart the Country either through deportation or voluntarily, in line with applicable Acts and Regulations. Monitor the influx of foreigners residing in the Country and ensure that they have legal documentation. Timeously liaise with all law enforcement agencies and other relevant institutions on the verification of the identity of foreigners who contravene the provisions of applicable Legislation. Administrate the arrest and deportation of illegal foreigners who are unwilling to leave the Country voluntarily, in a lawful manner. Assist in crime combatting operations with other law enforcement agencies. Participate in security cluster forums and case flow management meetings. Prepare reports and statistics as directed. Operate, maintain and safeguard the assigned heavy-duty vehicle as well as designated tools of trade, in accordance with relevant Departmental policy frameworks. Ensure the implementation of Departmental policies and procedures. Maintain relationships with various stakeholders (Internal and External). Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on compliance with all regulatory requirements.

ENQUIRIES

: Eastern Cape: Mr L Jama Tel No: (043) 604 6417
 Free State: Ms V Molefe Tel No: (051) 410 3912
 Gauteng: Mr P Mlangeni Tel No: (011) 242 9039 / 066 478 3254
 Head Office: Ms S Maswanganyi Tel No: (012) 406 4236
 KwaZulu-Natal: Ms N Ngema Tel No: (033) 845 5003
 Limpopo: Mr J Kgole Tel No: (015) 287 2802
 Mpumalanga: Ms N Dlangisa Tel No: (013) 752 2504
 Northern Cape: Ms S Botha Tel No: (053) 807 6700
 North West: Mr L Appels Tel No: (018) 397 9908 / 9924 / 9922 / 9915
 Western Cape: Mr M Pienaar Tel No: (021) 488 1409

POST 04/17

: **IMMIGRATION OFFICER: INSPECTORATE (X20 POSTS)**
 (This is a re-advertisement, Candidates who have previously applied, and are still interested, are kindly requested to re-apply).

SALARY CENTRE

: R255 450 - R300 912 per annum (Level 06). A basic salary
 : Eastern Cape: Large Office: East London Ref No: HRMC 4/25/2a (X2 Posts)
 : Free State: Large Office: Bloemfontein Ref No: HRMC 4/25/2b (X1 Post)
 : Free State: Medium Office: Thaba Nchu Ref No: HRMC 4/25/2c (X1 Post)
 : Gauteng: Large Office: Soweto Ref No: HRMC 4/25/2d (X2 Posts)
 : Head Office: Lindela Holding Facility Ref No: HRMC 4/25/2e (X2 Posts)
 : KwaZulu-Natal: Large Office: Ethekwini Ref No: HRMC 4/25/2f (X2 Posts)
 : Limpopo: Medium Office: Polokwane Ref No: HRMC 4/25/2g (X2 Posts)
 : Mpumalanga: Large Office: Emalahleni Ref No: HRMC 4/25/2h (X1 Post)
 : Mpumalanga: Medium Office: Belfast Ref No: HRMC 4/25/2i (X1 Post)
 : Northern Cape: Large Office: Upington Ref No: HRMC 4/25/2j (X2 Posts)
 : North West: Medium Office: Brits Ref No: HRMC 4/25/2k (X2 Posts)
 : Western Cape: Large Office: Cape Town Ref No: HRMC 4/25/2l (X2 Posts)

REQUIREMENTS

: A qualification in Law, Public Management, Public Administration, Policing, Criminology, Forensics, Criminal Justice at NQF level 6 as recognised by SAQA. Basic understanding of Refugee Act and Immigration Act. Knowledge of all relevant public service and Departmental Legislative Frameworks. A valid driver's license (Code C1) or C (Code 10). Valid Public Driver Permit (PDP). Willingness to travel and work extended hours. Required skills and competencies: Client orientation and customer focus. Excellent interpersonal skills. Problem solving and conflict management. Planning and organising. Telephone etiquette. Analytical skills. Good written and verbal communication skills. Diplomacy. Computer literacy. Patriotism, Honesty and Integrity.

DUTIES

: The successful candidates will be responsible for, amongst others, the following specific tasks: Implement Immigration Services, processes and compliance in line with the Immigration Act No 13 of 2002 as amended, and other Departmental Legislation. Effective enforcement of the

Immigration Act 13 of 2002 as amended and. Detect, trace, detain and prosecute illegal foreigners within the Country. Provide support on law enforcement investigations and anti-corruption cases. Conduct investigations on any transgressions of the Immigration Act, 2002 and the Refugee Act, 1998. Monitor the influx of foreigners residing in the Country with no legal documentation. Conduct deportation processes and keep records of foreigners (legal and illegal) in the Country. Safe keep, maintain and manage state property and assets. Implement policies and procedures. Ensure effective and efficient management of resources within the Unit.

ENQUIRIES

: Eastern Cape: Mr L Jama Tel No: (043) 604 6417
Free State: Ms V Molefe Tel No: (051) 410 3912
Gauteng: Mr P Mlangeni Tel No: (011) 242 9039 / 066 478 4043
Head Office: Ms B Kabinde Tel No: (012) 406 4239
KwaZulu-Natal: Ms N Ngema Tel No: (033) 845 5003
Limpopo: Mr J Kgole Tel No: (015) 287 2802
Mpumalanga: Ms N Dlangisa Tel No: (013) 752 2504
Northern Cape: Ms S Botha Tel No: (053) 807 6700
North West: Mr L Appels Tel No: (018) 397 9908 / 9924 / 9922 / 9915
Western Cape: Mr M Pienaar Tel No: (021) 488 1409

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

- APPLICATIONS** : Interested applicants must submit their applications for employment to <https://forms.office.com/r/X2XaVPasWu> or alternatively the address specified in each post.
- CLOSING DATE** : 17 February 2025
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Application that do not comply with the above specifications will not be considered and will be disqualified. It remains the responsibility of an applicant to ensure that application reaches the department noting different options provided for submission. A SAQA evaluation report must accompany foreign qualifications. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required before appointment for all SMS positions. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin only when shortlisted. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.
- ERRATUM:** Kindly note the post of Director: ICT Systems Management and Business Intelligence with Ref No: 24/51/CT, advertised in the Public Service Vacancy Circular 02 dated 17 January 2025 is withdrawn. We apologize for the inconvenience caused.

MANAGEMENT ECHELON

- POST 04/18** : **MASTER (HEAD OF OFFICE) REF NO: 34/25EC**
- SALARY** : R1 216 824 – R1 433 355 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Master of the High Court Grahamstown
: An LLB Degree (NQF 7) as recognized by SAQA; Nyukela Certificate (Certificate for entry into Senior Management Service from the National School of Government); 5 years' experience at middle/senior managerial level; Admittance as an Advocate/Attorney with the right of appearance at High Court. Knowledge of the South African legal system, legal practices and related sphere with specific reference to civil litigation and the law of contract; Knowledge of Family law litigation, legal research, the Administration of Estate Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act, Wills Act, the Constitution, Public Finance Management Act, Treasury Regulations and other relevant legislation. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem solving and analysis; Diversity management; Client Orientation and Customer Focus; Communication; Honesty and integrity; Personal attributes.
- DUTIES** : Key Performance Areas: Manage and monitor the implementation of Guardian's Fund; Manage and monitor the implementation of Deceased Estate; Manage the administration of Curatorship and registration of Trust; Manage the administrations of Insolvencies; Monitor and manage service points operations; Manage human, financial and other resources.
- ENQUIRIES APPLICATIONS** : Mr A Jilana Tel No: (043) 702 7000 / 7010
: Quoting the relevant reference number, direct your application to: The Provincial Office, Private Bag X9065, East London, 5200.
- POST 04/19** : **DIRECTOR: ICT SYSTEMS MANAGEMENT AND BUSINESS INTELLIGENCE REF NO: 24/51/CT**
(Applicants who previously applied for the similar post advertised in circular 39 dated 25 October 2024 closed 11 November 2024 should not reapply as their applications will still be considered)
- SALARY** : R1 216 824 – R1 433 355 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office, Pretoria
: An undergraduate qualification (NQF level 7) in Information Communication Technology (ICT) or equivalent as recognized by SAQA; 5 years' of experience at a middle/senior managerial level of which 3 years must be in application/software development, database and reports developments,

application/software support and maintenance; Nyukela Certificate (certificate for entry into the senior management service from the National School of Government); Knowledge of Enterprise Architecture including Government Wide EA, Architecture Frameworks and technologies such as NET, web development such as HTML, XML, JSON, SOAP, CSS, JavaScript, and Rest web services); Knowledge of Object Orientated Programming, Web services, Relational database design, data analysis and modelling, data warehousing and design, proficiency in various software development design techniques and application release management; Knowledge and understanding of ICT Policy Development, ICT Planning and Monitoring Framework, ICT Project Management methodologies, Waterfall and Agile, SDLC methodologies and ICT Risk Management; Knowledge of Public Service Regulations, Public Finance Management Act (PFMA) and National Treasury Regulations. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills; Honesty and integrity.

DUTIES : Key Performance Areas: Manage the development of Business Applications; Manage the maintenance of Business Applications; Manage functional support and enhancements to Business Application; Manage the provision of business intelligence services; Manage human, finance and other resources.

ENQUIRIES APPLICATIONS : Ms M Kganyago Tel No: (012) 315 1844
: Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001 or Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.

OTHER POSTS

POST 04/20 : **OFFICE MANAGER: INSTITUTIONAL DEVELOPMENT AND SUPPORT REF NO: 25/02/IDS**
This is a re-advertisement; applicants who previously applied are encouraged to re-apply

SALARY : R849 702 – R1 000 908 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office, Pretoria
: An (NQF level 6) qualification in Office Administration/Public Administration/Management as recognized by SAQA; A minimum of 3 years relevant experience in Office Administration at managerial (Assistant Director) level; Knowledge and understanding of the Public Service statutory frameworks, Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act, Government initiatives and decisions etc; Knowledge and understanding of applicable legislation (such as BCEA, LRA, etc); Knowledge of the Departmental interpretation and application of policies and prescripts; Knowledge of Administration of an office. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management.

DUTIES : Key Performance Areas: Undertake the policy or line functions as required; Execute coordinate external strategic alliances between the office and other stakeholders; Provide administration support services; Manage general support services in the office of the Deputy Director- General; Provide effective people management.

ENQUIRIES APPLICATIONS : Mr. R Chauke Tel No: (012) 315 1329
: Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

POST 04/21 : **DEPUTY DIRECTOR: HUMAN RIGHTS AND CONSTITUTIONAL INSTITUTIONAL SUPPORT REF NO: 25/04/CD**

SALARY : R849 702 – R1 000 908 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office, Pretoria
: An LLB qualification (NQF Level 7) as recognized by SAQA; A minimum of 3 years' experience in Human Rights environment at managerial (Assistant Director) level; Knowledge of Public Finance Management Act, regulations within the Justice and Constitutional Development area; Knowledge and understanding of Human Rights, Constitution of South Africa and relevant governance prescripts. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous Improvement; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Project management; Team leadership.

- DUTIES** : Key Performance Areas: Coordinate the promotion of Human Rights programmes in support of Constitutional Democracy; Evaluate the implementation of court judgements and outcomes relating to Human Rights; Facilitate and provide support in the functioning of Constitutional Democracy and its values; Coordinate the promotion of Constitutional Democracy and its values; Manage human, finance and other resources.
- ENQUIRIES APPLICATIONS** : Ms MD Modibane Tel No: (012) 315 1668
- Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001 or Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001
- POST 04/22** : **CLUSTER MANAGER: COURT INTERPRETING REF NO: 03/2025/WC**
- SALARY** : R444 036 – R532 602 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Office, Worcester
: NQF level 4/ Grade 12; National Diploma: Legal Interpreting at NQF level 5 or any other relevant tertiary qualification at NQF level 5; Proficiency in English; Proficiency in two or more indigenous languages; Six years practical experience Interpreting of which three (3) years at supervisors' level; Driver's license. Skills and Competencies: Communication skills; Listening skills; Interpersonal skills; Time management; Computer literacy; Analytic thinking; Problem solving; Planning and organizing; Confidentiality; Ability to work under pressure.
- DUTIES** : Key Performance Areas: Manage the cluster legal interpreting and language services; Develop and implement the legal interpreting and language services business plan for the cluster; Manage both human and non human resources of legal interpreting and language services; Manage training and development of court interpreters; Manage compliance of the code of conduct.
- ENQUIRIES APPLICATIONS** : Ms N Jacobs Tel No: (021) 462 5471
- Please direct your applications to: Provincial Office: Private Bag X9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town.
- FOR ATTENTION** : Ms P Paraffin
- POST 04/23** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 05/2025/WC**
- SALARY** : R444 036 – R532 602 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Provincial Office, Western Cape
: A relevant tertiary qualification at NQF level 7, A minimum of 3 years' experience in Supply Chain Management at supervisory level. Knowledge of SCM acquisition practices and National Treasury Regulations; Skills and Competencies: Knowledge and proper understanding of the Supply Chain Management framework, Computer literacy (MS Word, Power Point, Outlook, Excel); Research and analytical skills; Strong leadership with strategic capabilities; Policy Development; Research, monitoring and evaluation and report writing; Accuracy and attention to detail; Excellent written / verbal communication; Presentation and facilitation skills.
- DUTIES** : Key Performance Areas: Manage demand of goods and services in the province; Manage acquisition/procurement services in the province; Render and monitor contract administration support service and compliance; Render a risk and performance management service with regard to supply chain internally and external; Coordinate and maintain the list of prospective providers for quotations; Manage all resources in the section.
- ENQUIRIES APPLICATION** : Ms M Zietsman Tel No: (021) 462 5471
- Please direct your applications to: Provincial Office: Private Bag X9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town.
- FOR ATTENTION** : Ms P Paraffin
- POST 04/24** : **LEGAL ADMINISTRATION OFFICER: (MR1 - MR5): TRIBUNALS AND QUASI JUDICIARY ADMINISTRATIVE SUPPORT REF NO: 24/106/CA**
- SALARY** : R239 673 – R1 053 387 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria
: An LLB Degree or 4 year recognized legal qualification; Knowledge of South African Legal system, legal practices and related spheres with specific reference to civil litigation and the law of contract; Knowledge of the Constitution of South Africa, the Institution of Legal Proceedings Against Certain Organ of State Act, the Prescription Act, the State Attorney Act; Knowledge and understanding of Public Finance Management Act, Treasury Regulations, Departmental Financial Instructions and State Liability Act. Skills and Competencies: Legal research and drafting; Developing Others; Case flow management; Computer literacy; Planning and decision-making skills; Interpersonal relations; Communication skills (written and verbal).
- DUTIES** : Key Performance Areas: Implement National Policy Framework and regulations on Tribunals and Quasi Judiciary Administrative Support; Conduct research on tribunals and quasi judiciary administrative support, collate and analyse information and report on findings; Implement

initiatives and programmes on Tribunals Quasi judiciary Administrative Support; Provide effective people management.

ENQUIRIES
APPLICATIONS

- : Ms MD Modibane Tel No: (012) 315 1668
- : Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001 or Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.

NATIONAL PROSECUTING AUTHORITY

The NPA is an equal opportunity employer. People with disabilities will be given preference and are encouraged to apply. In the filling of vacancies, the objectives of Section 195(1)(i) of the Constitution of the Republic of South Africa, 1996, and in particular the Employment Equity Act, 1998 (Act 55 of 1998) and the NPA Employment Equity Strategy 2022-2026, will take highest preference in selection of suitable candidates.

APPLICATIONS : All applications must be submitted to the relevant Recruitment Response E mails stated below.
CLOSING DATE : 17 February 2025
NOTE : Applicants must apply by submitting applications on the most recent Z83 form obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a comprehensive CV only (with detailed experience information). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA (only when shortlisted). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). Handwritten Z83 must be completed in Block Letters. If the Z83 is not completed as prescribed your application will not be accepted. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. Documents should not be password protected and ZIP files will be blocked. The NPA cannot be held responsible for server delays. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications. Please do not contact the NPA directly after you have e-mailed your applications to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt within one week after the closing date, then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (6) six months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed as part of the verification process. A valid driver's license will be a requirement where applicable. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments which are, a practical exercise and an integrity (ethical conduct) assessment. SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the NPA. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency-based assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will test generic managerial competencies using the mandated DPSA SMS competency assessment tools. A Pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applicants for Public Service Act positions in the NPA (SMS pre-entry certificate to be submitted prior to appointment). NPA Act appointments are exempted from the pre-entry certificate requirement. This is a Public Service specific training programme. The name of the course is Certificate for entry into the SMS. The full details can be sourced from the link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Applicants are advised that from 1 January 2021 a new application form for employment (Z83) is in use. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using the incorrect (old) application for employment (Z83), it will not be considered. NB! Applicants who are successful must please note that the NPA is not in a position to pay resettlement costs. NB: All employees considered for appointment to the Investigating Directorate Against Corruption will be subject to a lifestyle audit and integrity vetting.

OTHER POSTS

POST 04/25 : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2025/11**
Specialised Commercial Crime Unit

SALARY : R1 132 806 – R1 762 857 per annum (LP-9), (total cost package)
CENTRE : Mmabatho
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Extensive prosecutorial or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Proficiency in prosecuting, guiding investigations in complex or more difficult matters, including commercial matters, drafting charge sheets, including indictments and court documents, dealing with representations. Knowledge of

asset forfeiture law will be an added advantage. Well-developed skills in legal research and legal drafting. Strong interpersonal and communication skills. General computer proficiency and knowledge of programs in MS Office. Good interpersonal, analytical, organization and communication skills.

DUTIES : Study case dockets, decide on the institution of and conduct criminal proceedings. Deal with any representations. Conduct prosecution of serious, complex and organized commercial crime and corruption matters. Prepare cases for court including the acquisition of additional evidence and drafting charge sheets, indictments and other court documents. Present the state's case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Manage court and case flow management independently. Study and deal with appeals and reviews. Advise the police on the investigation of serious, complex and organized commercial crime cases and corruption matters. Be able to guide and supervise junior advocates. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES : Flora Kalakgosi Tel No: (018) 381 9041
APPLICATIONS : e mail Recruit202511@npa.gov.za

POST 04/26 : **SENIOR PUBLIC PROSECUTOR REF NO: RECRUIT 2025/12**
National Prosecutions Service

SALARY : R1 132 806 – R1 762 857 per annum (Level CM-1), (total cost package)
CENTRE : CPP: Odi (Bafokeng)
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience. Five (5) years' experience in legal practice will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good management skills. Manage, give guidance to and train prosecutors. Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offences. Able to draft charge sheets and complex court documents. Ability to act independently without constant supervision. Must have good administrative skills.

DUTIES : Manage and supervise allocation of work and management of performance for lower level prosecutors including trainee Prosecutor. Train and guide Prosecutors including trainee Prosecutors and stakeholders in preparation of case dockets and deciding on the institution and conduct criminal proceedings. Represent the State in all courts. Present and assist prosecutors including trainee Prosecutors in presentation of state's case court, lead and cross examination of witnesses and address court on inter alia conviction and the like. Attend to representations and complaints. Attend to instructions of the Chief Prosecutor and the Director of Public Prosecutions. Lead Prosecutors towards achieving strategic goals and operational targets set by NPA, DPP office and CPP. Perform all duties including administrative duties related thereto, in accordance with code of conduct, policy directives of NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.

ENQUIRIES : Flora Kalakgosi Tel No: (018) 381 9041
APPLICATIONS : [e mail Recruit202512@npa.gov.za](mailto:Recruit202512@npa.gov.za)

POST 04/27 : **SENIOR PUBLIC PROSECUTOR (COMMUNITY PROSECUTION) REF NO: RECRUIT 2025/13**
National Prosecutions Service

SALARY : R1 132 806 – R1 762 857 per annum (Level LP 9), (total cost package)
CENTRE : DPP: Mmabatho
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification litigation experience. Demonstrate required competency in: Acting Independently, Professionally, be Accountable and act with Credibility. Knowledge of legislation and regulations pertaining to the public service specifically: The Constitution; Criminal Procedure Act; Public Service Act, relevant Regulations and other related Legislation. General management skills. Strategic management and stakeholder engagement expertise. People management and empowerment skills. Good communication skills. Customer focus and responsiveness. Problem solving and decision making. Project management. Excellent administrative skills and report writing skills. Service delivery and innovation skills. Negotiation skills. Policy analysis and development of policy. Research, presentation, and facilitation skills. Must be able to travel in the DPP-division and nationally. Positive security clearance. Valid driver's license is essential.

DUTIES : Develop local crime prevention initiatives and strategies in line with the Community Prosecution Initiative (CPI). Contribute to crime prevention and community justice through this initiative. Analyse local crime trends and dynamics of crime and insecurities of communities in respective DPP-divisions. Organize, execute, and participate in community prosecution events and meetings locally, provincially and nationally. Build strategic partnerships for local crime prevention initiatives. Develop effective and efficient working relationships with internal and external stakeholders including current NPA Community Prosecution colleagues. Expand and increase the impact of the current CPI footprint in the division and nationally as a whole. Provide and promote education about the law to targeted groups within this initiative. Promote effective collaboration, interaction and cultivate partnerships with- and between stakeholders. Apply Batho

Pele principles, Service Charter- and NPA processes. Participate, contribute, and represent the NPA at interdepartmental, local government, divisional and national structures. To monitor and evaluate statistical data and performance of initiatives implemented in the division where appointed. To develop and implement interventions in the divisions in line with the analysis of the statistical data. To provide feedback and the submission of reports (as determined by the National Coordinator at Head Office), regarding the identification of initiatives, the implementation thereof, progress and management of all related activities and initiatives in respective divisions, to both the DPP and the Office of the National Head Office Coordinator. Furthermore, it will be expected of the incumbent to also perform prosecutorial related duties such as prosecutor-guided investigations, the management of dockets, court and case management and the actual prosecution of related cases when required.

ENQUIRIES : Flora Kalakgosi Tel No: (018) 381 9041
APPLICATIONS : e mail Recruit202513@npa.gov.za

POST 04/28 : **REGIONAL COURT CONTROL PROSECUTOR REF NO: RECRUIT 2025/14**
 National Prosecutions Service

SALARY : R979 059 - R1 588 383 per annum (Level SU-3), (total cost package)
CENTRE : CPP: Odi (Moretele)
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least six (6) years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good management skills. Must have the ability to act independently or within minimum supervision. Proficiency in prosecuting, guiding investigation and giving instructions in complex or more difficult common law and statutory offences in Regional and District Court. Draft complex charge sheets and complex court documents. Good management skills. Must manage, give guidance and train prosecutors.

DUTIES : Manage, train and give guidance to and train prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the Regional and District Court. Prepare cases for court and draft charge sheets and other proceedings for court. Present and assist prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter alia, conviction and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the code of conduct, policy and directives of the NPA. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES : Flora Kalakgosi Tel No: (018) 381 9041
APPLICATIONS : e mail Recruit202514@npa.gov.za

POST 04/29 : **STATE ADVOCATE**
 Specialised Commercial Crime Unit

SALARY : R884 268 - R1 459 071 per annum (Level LP- 7 to LP-8), (total cost package)
CENTRE : Mmabatho Ref No: Recruit 2025/15
 Kimberley Ref No: Recruit 2025/16

REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Knowledge of and skills in general prosecution. Good interpersonal, analytical, organisational and communication skills. Ability to act independently or with minimum supervision. A valid driver's licence.

DUTIES : Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Study and deal with appeals and reviews, attend to representations, prepare opinions and heads of arguments. Conduct prosecution of serious, complex and organised commercial crime and corruption matters. Appear in court in motion applications pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Identify and refer matters to AFU.

ENQUIRIES : Mmabatho Flora Kalakgosi Tel No: (018) 381 9041
 Kimberley Nicholas Mogongwa Tel No: (053) 807 4539
APPLICATIONS : Mmabatho e mail Recruit202515@npa.gov.za
 Kimberley email Recruit202516@npa.gov.za

<u>POST 04/30</u>	:	<u>STATE ADVOCATE REF NO: RECRUIT 2025/17 (X2 POSTS)</u> National Prosecutions Service
<u>SALARY</u>	:	R884 268 - R1 459 071 per annum (Level LP- 7 to LP-8), (total cost package)
<u>CENTRE</u>	:	DPP: Mmabatho
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Knowledge of and skills in general prosecution. High level of proficiency in prosecuting and presenting/arguing cases in court. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Interpersonal skills. Written and verbal communication skills. Ability to work independently with minimum supervision.
<u>DUTIES</u>	:	Study and guide the investigations in case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence and draft charge sheets and indictments. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence, study appeal and reviews. Attend to representations, prepare opinions and heads of arguments and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<u>ENQUIRIES</u>	:	Flora Kalakgosi Tel No: (018) 381 9041
<u>APPLICATIONS</u>	:	e mail Recruit202517@npa.gov.za
<u>POST 04/31</u>	:	<u>STATE ADVOCATE (STU) REF NO: RECRUIT 2025/18</u> National Prosecutions Service
<u>SALARY</u>	:	R884 268 - R1 459 071 per annum (Level LP- 7 to LP-8), (total cost package)
<u>CENTRE</u>	:	DPP: Mpumalanga (Nelspruit)
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience with at least five (5) years relevant criminal court work experience in advocacy and drafting. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Extensive prosecutorial or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Proficiency in prosecuting, guiding investigations in complex or more difficult matters, including commercial matters. Knowledge of income Tax Act, VAT Act, Customs, Tax Administration Act, money laundering and Excise Act. Knowledge and understanding of SARS functions and financial or accounting background. Interpersonal skills, Written and verbal communication skills. Administrative skills. Able to work extended hours. Drafting charge sheets, indictments and court documents, dealing with representations. Valid driver's licence.
<u>DUTIES</u>	:	Study case dockets, make assessments thereof and decide on the institution of prosecution. Deal with any representations. Guide investigations in complex or more difficult tax matters, including commercial matters. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments, and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Manage court and case flow management of cases independently. Study and deal with appeals and reviews. Prepare opinions and heads of argument for complex matters and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and general conduct prosecutions on behalf of the state. Mentor and guide investigating officers, prosecutors, and stakeholders. Assist in keeping proper records, statistics, and reports. Capture case information on ECMS. Assist in high profile tax matters or matters where an increased risk element is present. Manage any portfolio assigned by the Deputy Director managing the STU. Consult on a regular basis with all the relevant stakeholders, including SARS officials. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in criminal justice system.
<u>ENQUIRIES</u>	:	Tebogo Mashile Tel No: (013) 045 0686
<u>APPLICATIONS</u>	:	e mail Recruit202518@npa.gov.za
<u>POST 04/32</u>	:	<u>SENIOR INVESTIGATOR REF NO: RECRUIT 2025/19 (X4 POSTS)</u> Investigating Directorate Against Corruption
<u>SALARY</u>	:	R849 702 per annum (MMS Level 11), (total cost package)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in policing and/or criminal investigation related. At least ten (10) years criminal investigation experience with five

(5) years' operational management experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Vocational training in advanced investigative techniques, intelligence analysis, money laundering, advanced corruption and financial crimes investigation. Certified Fraud Examiner or ICFP SA accreditation and/or experience in managing and directing forensic service providers in criminal and forensic matters are advantages. Experience in testifying in regional and superior courts (persons found to be unreliable witness in any court are disqualified from application). Knowledge of the common law, legislation, and regulations, specifically: Zondo Commission Report. Financial Action Task Force (FATF) Recommendations for South Africa. National Anti-Corruption Strategy. Job knowledge, quality of work, communication, planning and execution. Management of human and financial resources. A valid driver's licence.

DUTIES : Provide strategic planning and implementation of criminal investigations. Coordinate and manage stakeholder relations in relation to criminal investigations. Ensure the conducting of criminal investigations within the allocated responsibilities of the investigations group. Manage national criminal investigative projects and administrative functions.

ENQUIRIES APPLICATIONS : Maureen Dibette Tel No: (012) 845 7727
: e mail Recruit202519@npa.gov.za

POST 04/33 : **DISTRICT COURT CONTROL PROSECUTOR**
National Prosecutions Service

SALARY : R597 753 - R1 374 714 per annum (Level SU-1 to SU-2), (excluding benefits), (total cost package)

CENTRE : CPP: Kimberley (Galeshewe) Ref No: Recruit 2025/20
: CPP Upington Ref No: Recruit 2025/21

REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least four (4) years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good management skills. Proficiency in Prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offenses in the District Court. Ability to draft charge sheets and complex court documents. Good administration skills. Good management skills. Organisational skills. Ability to work independently.

DUTIES : Manage, train and give guidance to prosecutors. Study court dockets and decide on the institution of and conduct criminal, proceedings of a general and more advanced nature in both District and Regional Court. Prepare cases for court and draft charge sheets and other proceedings for the court. Present and assist Prosecutors to present the State's case in court, to lead witness, cross-examine and address the court on, inter alia, conviction and sentence and in general conduct prosecutions on behalf of the State. Perform all duties related thereof in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the justice system.

ENQUIRIES APPLICATIONS : Nicholas Mogongwa Tel No: (053) 807 4539
: CPP: Kimberley (Galeshewe) e mail Recruit202520@npa.gov.za
: CPP: Upington e mail Recruit202521@npa.gov.za

POST 04/34 : **HEAD CONTROL PROSECUTOR 2 REF NO: RECRUIT 2025/22**
National Prosecutions Service

SALARY : R597 753 - R1 374 714 per annum (Level SU-1 to SU-2), (excluding benefits), (total cost package)

CENTRE : CPP: Kimberley (Barkley West)

REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least four (4) years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Proficiency in prosecuting, guiding investigation and giving instructions in reasonably complex or more difficult common law and statutory offences in the lower courts. Proficiently drafting complex charge sheets and other complex court documents. Must be able to act independently without constant supervision and manage court and case flow independently. Good management and administrative skills. General computer literacy with excellent knowledge of Ms Word, PowerPoint, Excel and Outlook. High level of reliability. Ability to act with tact and discretion. Ability to identify and handle confidential matters. Knowledge of relevant legislations, policies, prescripts and procedures applicable in the public sector.

DUTIES : Manage, train, and give guidance to prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the Regional Court and District Court. Prepare cases for court and draft charge sheets and other proceedings for court, present and assist prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter-alia, conviction, and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the Code of Conduct, Policy, and Directives of the National Prosecuting Authority. Assist the Senior Public Prosecutor with the performance

assessment of staff. Manage, control and attend to the administration of the office of the District Court. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.

ENQUIRIES : Nicholas Mogongwa Tel No: (053) 807 4539
APPLICATIONS : e mail Recruit202522@npa.gov.za

POST 04/35 : **REGIONAL COURT PROSECUTOR**
National Prosecutions Service

SALARY : R597 753 - R1 374 714 per annum (Level LP-5 to LP-6), (excluding benefits), (total cost package)
CENTRE : CPP: Mmabatho (Molopo) Ref No: Recruit 2025/23
CPP: Queenstown Ref No: Recruit 2025/24

REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least four (4) years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting. Experience in guiding investigations and giving instructions in law and statutory offences in the Regional court. Good interpersonal skills. Good analytical skills. Good presentation skills. Good project management skills. Valid driver's licence.

DUTIES : Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents and represent the State in all courts. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy, and Directives of the National Prosecuting Authority.

ENQUIRIES : CPP: Mmabatho (Molopo) Flora Kalakgosi Tel No: (018) 381 9041
CPP: Queenstown Pumza Magaxa Tel No: (046) 602 3000

APPLICATIONS : CPP: Mmabatho (Molopo) e mail Recruit202523@npa.gov.za
CPP: Queenstown e mail Recruit202524@npa.gov.za

POST 04/36 : **FINANCIAL INVESTIGATOR REF NO: RECRUIT 2025/25 (X8 POSTS)**
Investigating Directorate Against Corruption

SALARY : R444 036 per annum (Level 09)
CENTRE : Pretoria: Head Office

REQUIREMENTS : An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in the following: Forensic Investigation, Forensic Auditing, Criminal Investigation or equivalent. At least three (3) years financial investigation or related experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Strategic capability and leadership, Administration skills, Communication, Planning and Prioritising, Customer focused and Responsiveness, Problem solving and Decision making. General management and project management skills. Research skills. General computer literacy and knowledge of programs in Microsoft Office (Word, Excel, Outlook and PowerPoint). Valid driver's licence.

DUTIES : Conduct financial investigation assessment. Conduct case planning. Undertake stakeholder engagement. Provide administrative support services with regard to case management.

ENQUIRIES : Maureen Dibetle Tel No: 012 845 7727
APPLICATIONS : e mail Recruit202525@npa.gov.za

POST 04/37 : **INVESTIGATOR REF NO: RECRUIT 2025/26 (X5 POSTS)**
Investigating Directorate Against Corruption

SALARY : R444 036.per annum (Level 09)
CENTRE : Pretoria: Head Office

REQUIREMENTS : An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in policing and/or criminal investigation related. At least five (5) years' criminal investigation experience with five (5) years operational experience. Vocational training in criminal investigations such as detective Learning programme and or other specialised courses. Experience in testifying on criminal matters in at least the Lower Courts. (Persons that have been found as an unreliable witness in any court would not be considered). Strategic capability and leadership. General management skills. Administration skills, Planning and prioritising. Problem solving and decision making. And communication. Valid drivers' licence.

DUTIES : Provide strategic planning and implementation of criminal investigations. Coordinate and manage stakeholder relations in relation to criminal investigations. Conduct criminal investigations as allocated to the investigation group. Participate in national criminal investigative projects and administrative functions.

ENQUIRIES : Maureen Dibetle Tel No: (012) 845 7727
APPLICATIONS : e mail Recruit202526@npa.gov.za

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

The Department of Small Business Development is an equal opportunity & affirmative action employer. It is the DSBD's intention to promote representativity (race, gender, youth & disability). The candidature of persons whose transfer/promotion/appointment will promote representativity will receive preference.

- APPLICATIONS** : Applications can be submitted by email to the relevant email and by quoting the relevant reference number provided on the subject line. Acceptable formats for submission of documents are limited to MS Word, PDF. Candidates must submit applications to recruitment3@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e. "REF NO: OSP&O"
- CLOSING DATE** : 14 February 2025 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form and a recent comprehensive CV. Submission of copies of qualifications, Identity document, and any other relevant documents will be limited to shortlisted candidates only. All non-SA citizens will be required to submit proof of permanent residence in South Africa when shortlisted. Personnel suitability checks will be done during the selection process. Applicants could be required to provide consent for access to their social media accounts. All shortlisted candidates for SMS and/or MMS (MMS optional) posts will be subjected to (1) a technical exercise, (2) a generic managerial competency assessment. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 1 month of the closing date of this advertisement, please accept that your application was unsuccessful. Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan). The successful candidate will be required to sign a performance agreement within 3 months of appointment, as well as completing a financial interest's declaration form within one month of appointment and annually thereafter. The Department reserves the rights not to fill or withdraw any advertised post. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be downloaded online at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>.

OTHER POST

- POST 04/38** : **OFFICER: SMME POLICY AND OVERSIGHT REF NO: OSP&O**
- SALARY** : R376 413 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelors Degree (NQF 7) in Public Administration / Business Management / Development Studies / Economics or equivalent / related as recognised by SAQA. 1 year administrative experience in managing meeting arrangements, taking meeting minutes, making travel arrangements, and managing claims. Training in MS Office Packages, Project Management / Office Administration / Management. A valid driver's licence and security clearance will be considered an added advantage. Have competencies in: Communication (Verbal and Written), Standard Project Management, Client orientation and customer focus, Problem solving and analysis, Standard Service delivery and innovation, Standard Attention to detail and analytical thinking.
- DUTIES** : Conduct research on factors impacting growth and sustainability of small businesses. Contribute to the development of policies, strategies and frameworks that supports the development of SMMEs, Cooperatives and informal sector inclusive of but not limited to: SOPs, template, database management, etc. Conduct performance monitoring inspections to determine compliance with policies, strategies and frameworks. Provide general administrative support service to the business unit inclusive of but not limited to: Minutes taking, reporting writing etc. Communicate with stakeholders, clients, management & colleagues: Written, Verbal, and formal presentations/workshops/information sessions.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office Tel No: (012) 394-5286/1440
- NOTE** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan).

DEPARTMENT OF TRANSPORT

Department of Transport is an equal opportunity, affirmative action employer with clear employment equity targets. Preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets at these specific levels in terms of the Department's Employment Equity Plan, therefore White male / female, Coloured male/ female, Indian male / female and people with disabilities are encouraged to apply.

- APPLICATIONS** : Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit. Room 4034 or email to: Recruitment@dot.gov.za. Note: email applications must be sent as one attachment to avoid non-delivery of the email and only quotes the name of the post you applying for on the Subject Line as directed on the post note.
- CLOSING DATE** : 14 February 2025
- NOTE** : Applications must be accompanied by a completed new Z83 form, obtainable from any Public Service Department, (or obtainable at www.gov.za). Applicants must fill in full new Z83 form part A, B, C, and D. A recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates). Applicants will submit certified copies of all qualifications and ID document on the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the post. All shortlisted candidates for will be subjected to undertake a technical exercise that intends to test relevant technical elements of the job; the logistics will be communicated to candidates prior to the interviews. Recommended candidates will also be required to attend a generic managerial competency assessment after the interviews also take a note that National School of Governance (NSG) has introduced compulsory SMS pre-entry certificate with effect from 01 April 2020 as Minimum Entry Requirements for Senior Management Services (submitted prior to appointment) and can be accessed through the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate must disclose to the Director-General particulars of all registrable financial interests, sign a performance agreement and employment contract with the Director-General within three months from the date of assumption of duty. The successful candidate must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. An offer letter will only be issued to the successful candidate once the following has been verified educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

MANAGEMENT ECHELON

- POST 04/39** : **CHIEF DIRECTOR: DRIVING LICENCE CARD ACCOUNT REF NO: DOT/ HRM/2025/01**
Branch: Road Transport
- SALARY** : R1 436 022 per annum (Level 14) of which 30% may be structured according to the individual needs.
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate NQF level 7 qualification as recognised by SAQA in Accounting Finance / Risk Management / Auditing with 5 years working experience at a senior management level in a finance environment. Certificate of Successful completion of the National School of Government's Senior Management Service Pre-Entry Programme. Knowledge And Skill: Compilation of management reports, PFMA. Communication- Verbal & Written communication - English - above average - Computer literacy- Governance related to information. Financial Management: Compiles and manages budgets, controls cash flow, institutes risk management and administers tender procurement processes in accordance with generally recognised financial practices in order to ensure the achievement of strategic organisational objectives Strategic Capability & Leadership: Provides a vision, sets the direction for the component/unit and inspires others to plan, execute, deliver and report on the organisational mandate. People Management & Empowerment (PME) Manages and encourages people, optimises their outputs & effectively manages relationships in order to achieve organisational goals. Annual Reports Project/Programme Management (PPM): Plans, manages, monitors and evaluates specific activities in order to deliver the desired outputs and outcomes (Project Planning, Evaluation & Reporting). Client Orientation and Customer Focus: willing and able to deliver services effectively and efficiently in order to put the spirit of customer service (Batho Pele) into practice. Change Management: Customer Focus, Initiates, supports and champions organisational transformation and change in order to successfully implement new initiatives and deliver on service delivery commitments.
- DUTIES** : Manage and provide effective operational services for the production of driving licences. Manage the development and maintenance of effective IT procedures and standards. Manage the production of driving licences. Formulate the management policies for registering authorities. Manage the Driving Licence Card Account Trading Entity funding and expenditure. Manage the

consolidation of accounts from registering authorities. Manage the reconciliation of bank statements between the bank and the entity. Establish control measures to manage the debtors of the trading entity. Manage the provision of risk management services and compliance to the Driving License Card Account (DLCA). Manage the development and implementation of the DLCA's risk management framework. Facilitate risk identification, assessment and development of risk mitigation strategies. Monitor and report on the implementation of risk mitigation strategies. Maintain, regular updating of risk profile for the department and reporting to the Accounting Officer, Management and Risk Management Committee. Participate in project teams to achieve a multi-disciplinary approach to meet set objectives of the Department. Manage the planning and implementation of projects. Facilitate and develop the definition of the project missions, goals, tasks and resources requirements. Manage the development of methods to monitor projects or area progress and provide corrective guidance if necessary. Ensure effective management of project resources, project budget and resource allocation. Work cross-functionally to solve problems and implement changes. Ensure effective project progress reporting. Manage the resources of the Chief Directorate. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch. Establish and maintain governance and administrative system's continuity within the work of the branch. Develop financial reports for forecasting, trending and results analysis. Prepare and submit implementation plans. Evaluate projected spending plans. Monitor quality control of work. Ensure the compilation of the annual report and strategic plan of the chief directorate. Monitor the planning, organising and delegation of work. Ensure monitoring & evaluation is carried out in all areas of the chief directorate.

ENQUIRIES

: Mr Chris Hlabisa Tel No: (012) 309 3170

NOTE

: Candidates must quote the name of the post as follows; "Chief Director: DLCA" on the subject line when applying using an Email. Department of Transport is an equal opportunity employer and this post will be filled in accordance with employment equity targets of the department.

POST 04/40

: **CHIEF DIRECTOR: ROAD ENGINEERING STANDARD REF NO: DOT/ HRM/2025/02**

Branch: Road Transport

SALARY

: R1 436 022 per annum (Level 14) of which 30% may be structured according to the individual needs.

CENTRE

: Pretoria

REQUIREMENTS

: An undergraduate NQF level 7 qualification as recognised by SAQA in Civil Engineering with 6 years working experience in the Road Infrastructure Development and Management within the Built environment of which 5 years must be at a senior management level, Registered with ECSA as a Professional Engineer or Engineering Technologist will be an added advantage. Certificate of Successful completion of the National School of Government's Senior Management Service Pre-Entry Programme. Knowledge And Skill: A sound knowledge and experience in the development of the road infrastructure standards and guidelines. Knowledge and understanding of the guidelines and specifications relevant to civil engineering in South Africa. Extensive knowledge and understanding of the road infrastructure development and roads supervision. Knowledge and understanding of the importance of community development programs and participation. Working knowledge of PFMA, MMFA, Treasury Regulations and GIAMA. Verbal & Written communication - English above average. Computer literacy: above average. Governance related to information Research and Policy experience. Procurement experience & Project Management: Compilation of management and technical reports and proposals. Budgeting, financial management and economic skills. Communication- Verbal & Written communication - English - above average - Governance related to information. Financial Management: Compiles and manages budgets, controls cash flow, institutes risk management and administers tender procurement processes in accordance with generally recognised financial practices in order to ensure the achievement of strategic organisational objectives Strategic Capability & Leadership: Provides a vision, sets the direction for the component/unit and inspires others to plan, execute, deliver and report on the organisational mandate. People Management & Empowerment (PME): Manages and encourages people, optimises their outputs & effectively manages relationships in order to achieve organisational goals. Annual Reports Project/Programme Management (PPM): Plans, manages, monitors and evaluates specific activities in order to deliver the desired outputs and outcomes (Project Planning, Evaluation & Reporting)

DUTIES

: Undertake research, coordinate the development and updating of technical norms, standards & guidelines and the best practice. Coordinate and maintain the implementation of new and amended policy and strategy documents. Manage the development of road infrastructure standards and guidelines. Develop the use of technology in road construction and maintenance, including the use of appropriate non-standards materials. Manage and coordinate road transport related research within government, private sector research and tertiary institutions. Coordinate the development of an asset management systems for road infrastructure in compliance with GIAMA and related asset management requirements. Develop the Road Asset Management System (RAMS) Policy and Guidelines. Manage the development of RAMS and its Performance Indicators. Manage and co-ordinate the Road Infrastructure Safety Audits. Co-ordinate the Road Disaster Management and Environmental Programmes. Participate in project teams to achieve a multi-disciplinary approach to meet set objectives of the Department. Manage the planning and or implementation of projects. Facilitate and develop the definition of the project missions, goals,

tasks and resources requirements. Manage the development of methods to monitor projects or area progress and provide corrective guidance where necessary. Ensure effective management of project resources, project budget and resource allocation. Work cross-functionally to solve problems and implement changes. Ensure effective project progress reporting. Manage the resources of the Chief Directorate: Provide strategic direction for the functioning of the Chief Directorate. Promote internal management directives and procedures for the chief directorate. Present and obtain approval for the strategic business plan of the chief directorate. Define goals and objectives for the chief directorate. Define performance targets for the chief directorate. Manage the performance of the chief directorate. Control the allocated budget of the chief directorate. Manage the allocated resources of the chief directorate according to departmental prescripts. Ensure the compilation performance agreements for the component. Ensure the development and mentoring of all staff members. Manage the budgetary programme. Ensure sound record management of the chief directorate.

**ENQUIRIES
NOTE**

: Mr Chris Hlabisa Tel No: (012) 309 3170
 : Candidates must quote the name of the post as follows; "Chief Director: Road Engineering Standard" on the subject line when applying using an Email. Department of Transport is an equal opportunity employer and this post will be filled in accordance with employment equity targets of the department.

OTHER POSTS

POST 04/41

: **DEPUTY DIRECTOR: SECTOR HUMAN RESOURCE DEVELOPMENT REF NO: DOT/HRM/2025/03**
 Branch: Administration (Corporate Services)
 Chief Directorate: Human Resources Management and Development
 Directorate: Human Resources Development and Performance Management
 Sub-directorate: Sector Human Resource Development

**SALARY
CENTRE
REQUIREMENTS**

: R849 702 per annum (Level 11)
 : Pretoria
 : An undergraduate NQF Level 6 qualification in Human Resources Management / Human Resources Development / Public Management / Administration / Industrial Psychology with 3 years' experience at a Junior Management or Assistant Director level within the Human Resource Development environment. Knowledge And Skill: Knowledge of skills development and relevant key Human Resource legislations such as the. Basic Conditions Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), the Skills Development Act (SDA), Public Service Regulations, 2016, etc. Knowledge and application of the PFMA and the Treasury Regulations. Knowledge of human resource practices and procedures. Knowledge and skills of learner support. Qualification and Learning Material design will be an added advantage. Skills and knowledge of training coordination. Project management skills. Presentation skills. Decision-making and problem-solving skills. Co-ordination /organising skills. Planning and execution skills. Leadership, Assertiveness and Interpersonal skills. Communication- Verbal & Written communication - English - above average. Computer literacy. Governance related information. Financial Management. Compiles and manages budgets, controls cash flow, institutes risk management and administers tender procurement processes in accordance with generally recognised financial practices in order to ensure the achievement of strategic organisational objectives. Strategic Capability & Leadership: Provides a vision, sets the direction for the component /unit and inspires others to plan, execute, deliver and report on the organisational mandate. People Management & Empowerment (PME): Manages and encourages people, optimises their outputs & effectively manages relationships in order to achieve organisational goals. Annual Reports Project/Programme Management (PPM): Plans, manages, monitors and evaluates specific activities in order to deliver the desired outputs and outcomes (Project Planning, Evaluation & Reporting): Client Orientation and Customer Focus: willing and able to deliver services effectively and efficiently in order to put the spirit of customer. service (Batho Pele) into practice. Change Management: Customer Focus. Initiates, supports and champions organisational transformation and change in order to successfully implement new initiatives and deliver on service delivery commitments. Career Pathing: Promotion to next level: Progression to next level is possible through competition for a vacant position.

DUTIES

: Facilitate and coordinate the implementation of all capacity development matters between the department and its stakeholders. Conduct continuous scooping of skills across various sub-sectors of transport. Conduct stakeholder workshops and facilitate the implementation of interventions to address the skills gaps within the sector. Identify, facilitate and monitor the implementation of cooperation and collaboration between Department of Transport (DOT) and its stakeholders. Identify capacity development areas and gaps that require introduction of the new curriculum' and facilitate partnership with the relevant stakeholders in the development of new transport related curriculum at both Basic Education Institutions and Institutions of Higher Learning. Represent the department in committees that would impact on the skills development priorities of the department. Periodically coordinate meetings with the Provincial and Entities' Skills Development. Facilitators (SDF) for alignment of the skills development plans to the key skills development priorities of the department and the sector as well as to consolidate the required skills development report. Facilitate and compile sector training/skills development

reports to relevant stakeholders as and when required. Monitor and update the department on the extent to which transport Agencies address skills in line with National and departmental skills priorities. Initiate plans and implement strategies to address skills in high demand within the transport sector. Coordinate the identification of skills in high demand within the transport sector in collaboration with the relevant stakeholders. Develop terms of reference (TOR), Plans, Frameworks and Memorandum of Agreement (MOA) to address the Skills in High Demand as prioritised by DOT. Manage the implementation of Memorandum of agreements with Institutions of Higher Learning and other institutions in which the department has partnered with. Collaborate with Academic Research Institutions and internal DOT Research unit on research capacity building matters. Collaborate with external service providers on the delivery of skills programmes. Identify funding mechanisms to supplement the allocated budget for skills development projects. Draft funding proposals to various funders/donors to address departmental strategic capacity related projects. Monitor the overall sub-directorate budget with regard to specific projects and programmes, erg, Scholarships, external Learnership Programmes and any other related initiatives as per the directive. Coordinate the relationship between the Department of Transport, the Transport Education Training Authority (TETA) and other relevant structures that have impact on sector skills development. Coordinate and manage the representativity of the department in TETA Board and all TETA Chambers. Coordinate meetings with departmental representatives serving at TETA and other skills development structures for feedback and alignment of priorities. Facilitate and compile sector skills development reports, pertaining to TETA and other key Sector Education and Training Authorities (SETAs), provinces, agencies and Centres of Development (COD's). Interact with TETA, Council of Higher Education and SAQA on all matters relating to the development of transport related qualifications to meet both the Transport sector and departmental priorities. Facilitate the implementation of technical corporations as they relate to capacity development between DOT and other countries. Collaborate with DOT Branches to identify skills that need to be developed through international training programmes, exchange programmes, secondment and other related interventions. Negotiate with the relevant stakeholders in the transport industry to identify areas for placement of historically disadvantaged beneficiaries for the development of skills in high demand for the sector. Facilitate negotiations with regional and international training providers to build capacity for skills in high demand. Coordinate regional and international scholarships and other programmes for both the serving employees and unemployed beneficiaries. Manage the resources of the Sub-Directorate: Sector HRD. Develop, implement, monitor and evaluate various sector policies, guidelines/ Standard Operating Procedures; skills development plans, strategies, frameworks, Terms of References, etc for the sector human resource development function. Provide skills development inputs to various strategic documents of the department as and when required. Develop, implement, monitor and evaluate the departmental Operational Plan in line with the Annual Performance Plan and other related strategic documents. Develop, implement and monitor the internal controls and systems for the Sub-Directorate and the projects delivered in collaboration with external stakeholders. Monitor and ensure effective and efficient co-ordination of activities. Consolidate various skills development reports and for submission to relevant stakeholders. Coordinate the budgeting process for the Sub-Directorate's budget. Manage performance of employees in the Sub-Directorate: Sector HRD.

ENQUIRIES
NOTE

- : Ms Dinah Maleka Tel No: (012) 309 3811
- : Candidates must quote the name of the post as follows; "Deputy Director: Sector HRD" on the subject line when applying using an Email. Department of Transport is an equal opportunity employer and this post will be filled in accordance with employment equity targets of the department.

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE : 14 February 2025

NOTE : Interested applicants must submit their applications for employment to the address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitations website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). All required information on the Z83 application form must be provided. Other related documentation such as copies of qualifications, identity document, drivers license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date. With reference to applicants bearing professional or occupational registration, fields provided in Part B of the Z83 must be completed as these fields are regarded as compulsory and such details must also be included in the applicants CV. For posts requiring a drivers license, annotate such details on CV. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). A SAQA evaluation certificate must accompany foreign qualification/s (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of government is required prior to the appointment. Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Agency will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. Faxed applications will not be considered. The Agency reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

MANAGEMENT ECHELON

POST 04/42 : **CHIEF EXECUTIVE OFFICER: LIMPOPO-OLIFANTS CATCHMENT MANAGEMENT AGENCY (LOCMA) REF NO: LOCMA 01**
Five-year performance-based contract

SALARY : R1 436 022 per annum (Level 14), (all-inclusive salary package)

CENTRE : Polokwane

REQUIREMENTS : A four (4) year Degree in Science/Engineering or equivalent relevant qualification. Qualification/certificate in leadership or Executive Development Programme will be an added advantage. Member of any relevant professional body either in administration/science/engineering or any related profession. Facilitation, communication, senior management program, stakeholder engagement/ public participation process courses, water resources management. A minimum of 5 years relevant experience in the Water Sector at a Senior Management level. Knowledge of Integrated Water Resources Management, National Water Management Act, Public service administration processes, High level Financial Management and Corporate Governance. Skills required Organisational Management, Conflict Resolution, Strategic View, People Management & Leadership, Financial Management and Planning. Attitudes required, openness and transparency. Open to take advice and to learn from colleagues. Objectivity in the management of the Agency's affairs. May be required to travel extensively. May be required to plan and travel at short notice. May be subjected to extended working hours. May be required to provide information to the Governing Board and respond to Ministerial queries at any given time.

DUTIES : Facilitate and ensure the development/review of the Limpopo-Olifants Catchment Management Agency (LOCMA). Oversee the development and implementation of a 5-year strategic plan of the LOCMA. Oversee the development and implementation of the LOCMA's Annual Performance Plan. Oversee the submission and reporting of Annual Reports and Quarterly Reports. Prepare and present the LOCMA reports to the Department of Water and Sanitation, Parliamentary Committees, and the Governing Board. Coordinate the development of a comprehensive Corporate Plan. Oversee the performance and service delivery of the LOCMA. Oversee the coordination of the Governing Board, Risk-, EXCO- and Audit Committee sittings. Approval of agendas, minutes, and reports of the committees before distribution. Oversee the work of the committees. Recommendation of internal & external policies & procedures documentation to the Governing Board and LOCMA committees for approval. Oversee the effective coordination of stakeholder participation and empowerment strategies. Signing and approval of Memoranda of

Agreement (MOA's) and Memoranda of Understanding (MOU's) related to external parties. Approval of the LOCMA contract of employment for candidates. Oversee the championing of transformation of water resource management within the Limpopo-Olifants Water Management Area. Will be responsible for the appointment of bid committees, approval of bid specifications, review recommendations from the bid adjudication committees and approve for the appointment of successful bidders in line with the LOCMA delegation of authority. Oversee the effective implementation and maintenance of all administrative, financial, and technical support systems for the delivery of water resource management services. Establish and maintain sound project management systems. Ensure that the LOCMA finance and procurement processes are managed in line with the PFMA, PPPFA, National Treasury and other relevant regulations. Oversee the proper management of the LOCMA assets and physical resources. Supervise and manage executives and all direct reporting employees. Sign performance agreements and review performance of the executives and all the direct reporting employees.

**ENQUIRIES
APPLICATIONS**

: Mr Conrad Greve Tel No: (012) 336 8402
 : Pretoria: Please email your application quoting the relevant reference number on the subject line to: LOCMA01@dws.gov.za or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001.

**FOR ATTENTION
NOTE**

: Recruitment and Selection Unit
 : Interested applicants must submit their applications for employment to the address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitations website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). All required information on the Z83 application form must be provided. Other related documentation such as copies of qualifications, identity document, drivers license etc need not to accompany the application when applying for a post as such documentation may only be produced by shortlisted candidates during the interview date. With reference to applicants bearing professional or occupational registration, fields provided in Part B of the Z83 must be completed as these fields are regarded as compulsory and such details must also be included in the applicants CV. For posts requiring a drivers license, annotate such details on CV. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). A SAQA evaluation certificate must accompany foreign qualification/s (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Agency will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. Faxed applications will not be considered. The Agency reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets. The Limpopo-Olifants Catchment Management Agency is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the national Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act (though not employed in terms of the Public Service Act.

POST 04/43

: **CHIEF FINANCIAL OFFICER: LIMPOPO-OLIFANTS CATCHMENT MANAGEMENT AGENCY
(LOCMA) REF NO: LOCMA 02**

**SALARY
CENTRE
REQUIREMENTS**

: R1 216 824 per annum (Level 13), (all-inclusive salary package)
 : Polokwane
 : A relevant B- Degree NQF level 7 qualification and registration as a Chartered Accountant CA(SA). A minimum of 5 years of experience at middle / senior managerial level in Finance. Extensive knowledge of financial management, PFMA and Generally Recognised Accounting Practice (GRAP) and some knowledge of local government sector, public service act and regulations. Behavioural Competencies required: Strategic Capability and Leadership Programme and Project Management. Attention to detail. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation (SDI). Problem solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Good Communication. Accountability and Ethical Conduct.

DUTIES

: Strategic oversight on financial management within CMA: Assume overall responsibility for general financial and management accounting activities, budget (preparation and compliance), revenue collection, supply chain management and asset management functions, payroll, and banking, ensuring compliance to relevant legislation, prescripts, policies and agreements. Establish, implement and enhance accounting and internal control systems, policies and

procedures in compliance with GRAP, PFMA, Treasury Regulations and other legislation. Develop and implement a cost management strategy through effective accounting controls and financial management techniques. Ensure compliance with policies and provide guidance, assess risks and financial viability of existing & new Policies, Projects and all customer agreements. Direct the financial strategy of the organisation to ensure availability of adequate financial resources. Provide strategic financial advice to executive management and the Board. Ensure timely and accurate financial reporting to all internal and external governance structures. Set perimeters for cash flow management and operations of the finance personnel. Ensure financial data integrity in terms of timeliness, accuracy and reliability. Oversee and provide assistance during the annual audit; respond to audit findings and implement recommendations as required. Stay abreast of new trends in the field of accounting, financial management, budgeting etc. Provide strategic direction in the provision of other Corporate Support Services within the CMA: Provide strategic direction in the implementation of HR policies, prescripts and strategies. Ensure provision of IT services and that associated risks are effectively mitigated. Ensure provision of office support services including facilities management. Departmental/Staff Management: Establish appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures and allocate resources accordingly to meet departmental strategies priorities. Responsible for the related sections of the APP, Shareholders Compact, and Annual Report.

**ENQUIRIES
APPLICATIONS**

: Mr Conrad Greve Tel No: (012) 336 8402
 : Pretoria: Please email your application quoting the relevant reference number on the subject line to: LOCMA02@dws.gov.za or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001.

**FOR ATTENTION
NOTE**

: Recruitment and Selection Unit
 : Interested applicants must submit their applications for employment to the address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitations website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). All required information on the Z83 application form must be provided. Other related documentation such as copies of qualifications, identity document, drivers license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date. With reference to applicants bearing professional or occupational registration, fields provided in Part B of the Z83 must be completed as these fields are regarded as compulsory and such details must also be included in the applicants CV. For posts requiring a drivers license, annotate such details on CV. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). A SAQA evaluation certificate must accompany foreign qualification/s (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Agency will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. Faxed applications will not be considered. The Agency reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets. The Limpopo-Olifants Catchment Management Agency is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the national Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act (though not employed in terms of the Public Service Act.

POST 04/44

: **BOARD / COMPANY SECRETARY: LIMPOPO-OLIFANTS CATCHMENT MANAGEMENT AGENCY (LOCMA) REF NO: LOCMA 03**

**SALARY
CENTRE
REQUIREMENTS**

: R1 216 824 per annum (Level 13), (all-inclusive salary package)
 : Polokwane
 : A Bcom. Law / LLB or equivalent degree. Admitted attorney. Registration as a Chartered Secretary with the Institute of Chartered Secretaries and Administrators will be advantageous. A minimum of five (5) years Middle/ Senior Managerial experience. Experience as a Company Secretary. Understanding of SA Law in general, administrative law, labour law, water law, public entities, governance and ethics. Behavioural Competencies required: Analytical, negotiation, liaison, consultation, advanced communication, information monitoring, compliance and risk management, ethical, strategic thinking, quality oriented, lateral thinking and attention to detail. May be subjected to extended working hours.

DUTIES

: Committee Work: Ensure submission of annual schedule of meetings for Board and Committee meetings. Ensure convening of meetings, preparation of agenda and taking minutes of Board and its Committees. Address correspondence and communication relating to the Board. Ensure collation and maintaining of information and documentation relating to Board and Committee meetings. Ensure the secure recording and archiving of minutes of meetings. Guide the writing of interim and annual reports for the Board. Ensure that decisions taken by the Board are communicated to relevant stakeholders to be implemented fully. Guidance and Advice: Advise and guide the Board by promoting insight and clarity on its appointment, constitution, and the related legal, ethical, good governance, accounting and financial implications of the proposed/implemented policies and decisions. Assist the Chairperson and Chief Executive, in matters relating to the DWS and the Board. Provide advice with regard to the specific roles and responsibilities of the Board as a whole, and those of the individual role-players: Chairperson, CEO, and Board members. Provide advice with regard to the appointment and constitution of the required sub-committees (e.g., audit, risk, or other), with regard to ensuring corporate governance. Manage the risk by ensuring and monitoring compliance of the implementation of policies and procedures relating to NWA, PFMA and other related legislation and guidelines. Provide regulatory, compliance and relevant advice to the Governing Board on usage of water resources to relevant national, provincial and local government departments, WUAs, farmers. Corporate Governance: Formulate and implement corporate governance strategies for the organisation. Ensure the organisation remains aware of any changing requirements in connection with corporate governance and responds accordingly. Provide advice on corporate governance working practices arising out of changes in legislation affecting the organisation. Support the organisation with the research, development and implementation of policies required for corporate governance. Liaison as necessary with external organisations and staff at all levels on a wide variety of governance related matters. Legal Support: Take overall responsibility of legal services in the organisation. Deal with contractual and related matters. Provide internal legal advisory services to the Board as and when required. Facilitate and ensure compliance to relevant statutes. Provide continuous updates on changes to legislation to the organisation and the Board. Set up systems that ensure the Board complies with all applicable codes, as well as its legal and statutory obligations.

ENQUIRIES APPLICATIONS

: Mr Conrad Greve Tel No: (012) 336 8402
: Pretoria: Please email your application quoting the relevant reference number on the subject line to: LOCMA03@dws.gov.za or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001.

FOR ATTENTION NOTE

: Recruitment and Selection Unit
: Interested applicants must submit their applications for employment to the address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitation's website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). All required information on the Z83 application form must be provided. Other related documentation such as copies of qualifications, identity document, drivers license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date. With reference to applicants bearing professional or occupational registration, fields provided in Part B of the Z83 must be completed as these fields are regarded as compulsory and such details must also be included in the applicants CV. For posts requiring a drivers license, annotate such details on CV. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). A SAQA evaluation certificate must accompany foreign qualification/s (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Agency will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. Faxed applications will not be considered. The Agency reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets. The Limpopo-Olifants Catchment Management Agency is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the national Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act (though not employed in terms of the Public Service Act.

OTHER POSTS

- POST 04/45** : **SPECIALIST SCIENTIST: CLIMATE CHANGE ANALYSIS REF NO: 140225/01**
Branch: Water Resources Management
Dir: Climate Change Analysis
- SALARY** : R1 431 108 per annum, (all-inclusive OSD salary package)
CENTRE : Pretoria Head Office
REQUIREMENTS : PhD in Science or relevant qualification. Ten (10) years relevant scientific experience post BSc. Compulsory registration with SACNASP as a Professional Natural Scientist. The disclosure of a valid unexpired driver's licence. Having worked on climate change related studies or research. e.g. Environmental Sciences, Meteorology, Climatology and Climate modelling. Knowledge on and a clear understanding of integrated water resource management and/or water related sciences will be an added advantage. Knowledge of international and national climate change policies, water resources and the water sector as a whole. Understanding of the relevant acts of parliament (climate change and water resources). Excellent interpersonal and communication skills (verbal and written). Good liaison and organizational skills. Skills in financial management, decision making, strategic capability and leadership, analytical, creativity, office administration, programme and project management, scientific methodologies and models, technical report writing. Knowledge and experience of using electronic communication platforms and internet. Applicants must be able to travel nationally and internationally as required.
- DUTIES** : Responsible for all water related Climate Change duties such as to develop and update through applicable climate modelling a national and regional status quo analysis of climate change and water resources. Give guidance in the development of climate change risk and vulnerability assessments for the various water systems. Develop information and knowledge base on climate change and water and encourage the collection of relevant data to support such development. Overall management of the Unit which includes development of strategic plan, Annual Performance Plan, Performance reports, Risk Management Plan, responses to Audit findings, Referrals, Parliamentary Questions, etc. supervise, manage and mentor personnel in the Unit. Conduct research on future climate projections and trends, including downscaling of models and detection of trends on systems / water resources (Regionally and Nationally). Provide scientific information on water and climate change impacts to the Department and the water sector in general. Liaise with relevant research institutions and centres of knowledge on climate change and water. Be willing to write and present scientific papers for national and international forums. Ensure representation of the Department in all national and international forums related to climate change and water.
- ENQUIRIES** : Ms F Motsitja Tel No: (012) 336 7373
APPLICATIONS : Pretoria: Please email your application quoting the relevant reference number on the subject line to: RecruitHO04@dws.gov.za or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001.
- FOR ATTENTION** : Recruitment and Selection Unit
- POST 04/46** : **ENGINEER PRODUCTION GRADE A-C REF NO: 140225/03**
Branch: Regulation Compliance and Enforcement
Dir: Dam Safety Regulation
(Re-advertisement, applicants who have previously applied must re-apply)
- SALARY** : R833 499 - R1 254 282 per annum, (all-inclusive OSD salary package), (Offer will be based on proven years of experience)
CENTRE : Pretoria Head Office
REQUIREMENTS : An Engineering degree (B Eng/ BSc Eng) in Civil Engineering. Three (3) years post qualification Civil Engineering experience required. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. The disclosure of a valid unexpired driver's license. Experience in dam engineering specifically in aspect of dam safety evaluation, design and construction supervision of dams is highly recommended. Knowledge of program and project management. Knowledge of technical design and analyses of dams. Significant dam engineering experience related to design, flood hydrology, construction, management and safety of dams with a safety risk. Willingness to travel throughout South Africa for the execution of some duties. Knowledge of the water sector and relevant legislation (including but not limited to the Chapter 4 and Chapter 12 of National Water Act (NWA, Act No. 36 of 1998) and the Dam Safety Regulations published in Government Notice R. 139 of 24 February 2012). Understanding of research and development. Computer-aided engineering applications including relevant computer software knowledge. Technical report writing, networking, and professional judgement. Problem solving and analyses, decision making, team leadership, creativity, self-management, customer focus and responsiveness Sound interpersonal and leadership skills. Strong verbal and written communication skills. Good communication skills both (verbal and written). Planning, organising and people management.
- DUTIES** : Investigate, analyse and recommend classification of dams. Evaluate applications of Approved Professional Persons (APPs). Evaluate and investigate engineering aspects of licence applications for the construction of new dams, alteration of existing dams, first filling and operational aspects of dams. Monitor the safety evaluation and investigation reports and carry

out risk assessments of dams. Follow up on dam safety betterment work with dam owners. Liaise with regional offices, dam owners, professional persons, APPs and the public regarding dam safety matters. Conduct dam safety inspections at dams with a safety risk. Respond to emergency situations, such as dam failures, at dams and action Emergency Preparedness Plans (EPPs). Conduct site visits to illegal or unlawful constructed dams and compile technical reports for the issuance of illegal dam letters and directives. Develop and/or maintain guidelines and policies and advise on dam safety matters and legislation. Generate reports and statistics to measure progress with the Dam Safety Program. Support the Chief- and/or Specialist Engineer with all reasonable requests pertaining to dams with a safety risk. Assist with the development of Candidate Engineers, Candidate Engineering Technicians and Candidate Engineering Technologists for registration as professionals.

ENQUIRIES APPLICATIONS : Mr WM Ramokopa at 082 328 4189
 : Pretoria: Please email your application quoting the relevant reference number on the subject line to: RecruitHO04@dws.gov.za or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001.

FOR ATTENTION : Recruitment and Selection Unit

POST 04/47 : **SCIENTIST PRODUCTION GRADE A-C REF NO: 140225/04**
 Branch: Water Resource Management
 Dir: Spatial Information

SALARY : R721 476 – R1 084 368 per annum, (all-inclusive OSD salary package), (Offer will be based on proven years of experience)

CENTRE REQUIREMENTS : Head Office Pretoria
 : A Bachelor of Science Degree (BSc) (Hon) or relevant qualification, preferably in the Geomatics field. Three (3) years post qualification experience in the Natural Science Geo-Professional field. Compulsory registration with the South African Council for Natural Scientific Professions (SACNASP) as a Professional Natural Scientist. Registration with the South African Geomatics Council (SAGC) as Geo-Information Science Professional will serve as an added advantage. The disclosure of a valid unexpired driver's license. Knowledge and understanding of the National Water Act (Act 36 of 1998) and other relevant legislation. Knowledge and experience in Remote Sensing, Geographical Information Systems, Photogrammetry/ aerial surveys, and other related disciplines. Experience in the application of Remote Sensing technology in Water Resources Management. Computer Literacy with proven skills for operating software like ENVI, ERDAS, ILWIS, R Scripts, Quantum GIS, ARCGIS, etc. Ability to analyse, interpret and process satellite imagery, aerial photography and other related spatial data. Knowledge and experience in the operating of Unmanned Aerial Vehicles (UAV's) / Drones, and Aerial Surveys will serve as an added advantage. Sound knowledge and experience in the generation and use of different remote sensing models as a water resource management tool. Good technical skills, scientific report writing, and interpretation skills. Ability to work productively in an environment consisting of interdisciplinary internal and external stakeholders. Sound interpersonal skills as well as the willingness to travel in remote areas.

DUTIES : Analyse and interpret remote sensing data and other related data for decision-making. Prepare and submit technical reports. Acquisition of satellite data, aerial photography, lidar data, digital terrain models (DTM), and other related data. Collaborating with different stakeholders and initiating agreements for data sharing. Acquisition of aerial surveys, lidar, including orthophoto and line mapping, and other related spatial data and information. Respond to client queries within and outside the department. Supervising, mentoring, and facilitating training and career development of junior officials and assisting them with professional registration. Management of projects and activities, ensuring achievement of targets as per the Directorate operational plan. Participation in relevant advisory committees that are related to geomatics, hydrology and water resources management.

ENQUIRIES APPLICATIONS : Ms Carey Rajah Tel No: (012) 336-8130
 : Pretoria: Please email your application quoting the relevant reference number on the subject line to: RecruitHO04@dws.gov.za or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001.

FOR ATTENTION : Recruitment and Selection Unit

POST 04/48 : **SCIENTIST PRODUCTION GRADE A-C (INDUSTRIAL MINING AND POWER SECTOR) REF NO: 140225/05**
 Branch: Water Resource Management
 Dir: Water Use Efficiency

SALARY : R721 476 – R1 084 368 per annum, (all-inclusive OSD salary package), (Offer will be based on proven years of experience)

CENTRE REQUIREMENTS : Head Office Pretoria
 : A Science Degree (BSc) (Hon) or relevant qualification. Three (3) years post qualification natural scientific with experience in Integrated Water Resource Management. Compulsory registration with the South African Council for Natural Scientific Professions (SACNASP) as a Professional Natural Scientist. The disclosure of a valid unexpired driver's license. Programme and project management experience. Scientific methodologies and models; research and development;

ability to effectively liaise with a wide range of sector role players and Understanding of the National Water related legislation and policies.

DUTIES

: Implementation of various environmental management techniques with significant bearings in the improvement of water use efficiency such as appropriate water efficient technology, life cycle assessment techniques, pinch technologies, water management systems and practices; Water Use Efficiency aspect of self-regulatory processes such as ISO 14001 environmental management systems and targets set for continuous improvement; Assessment, analysis, interpretation and reporting of water loss data; Raise the strategic importance of water use efficiency at corporate level in the IMP sector; Monitor and evaluate performance of the IMP sector to facilitate input of IMP sector as part of the WC/WDM component of the NWRS; Engage industry representative bodies to develop joint regulatory measures such as water use efficiency benchmarks, management practices, targets and key performances indicators for various industrial process operation and overall measures to improve productive use of water in the sector; Promote Conservation and efficient utilisation of water through authorization processes; Facilitate the roll out of WC/WDM improvement systems such as closed loop water management systems, treatment of effluent with objectives to enhance recycling, reuse and compliance with sectorial determined benchmarks and water use efficiency management practices through the water use authorization process; participate in the implementation of business plans developed for the IMP sector as part of the potential assessment for WC/WDM in the Water Management Areas in the regions and Effective participation and performance in the implementation of the IMP units projects.

ENQUIRIES

: Mr. X Hadebe Tel No: (012) 336 7886

APPLICATIONS

: Pretoria: Please email your application quoting the relevant reference number on the subject line to: RecruitHQ04@dws.gov.za or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001.

FOR ATTENTION

: Recruitment and Selection Unit

POST 04/49

: **SCIENTIST PRODUCTION GRADE A-C REF NO: 140225/06**

Branch: Water Resource Management

Dir: Water Resources Management Planning

SALARY

: R721 476 – R1 084 368 per annum, (all-inclusive OSD salary package), (Offer will be based on proven years of experience)

CENTRE

: Head Office Pretoria

REQUIREMENTS

: A Science Degree (BSc)(Hon) in Hydrology or relevant qualification. Three (3) years post natural scientific experience. Compulsory registration with the South African Council for Natural Scientific Professions (SACNASP) as a Professional Natural Scientist. The disclosure of a valid unexpired driver's license. Proven practical experience and skills in hydrological modelling and flow routing. Willingness to travel. Good communication (verbal and written) skills. Computer literacy, preferably MS Office software (Word, Excel, and Power Point). Technical report writing skills.

DUTIES

: The incumbent will be involved in the following: Develop and review water resources systems operating rules for water supply and drought management operations. Monitoring of systems performance. Provide guidance in line with the NWA, data processing and management, stakeholders involvement and business administration support. Promote integrated planning through coordination and management of the water sector stakeholder planning. Project management. Mentoring and training of Candidate Scientists.

ENQUIRIES

: Ms C.P Ntuli Tel No: (012) 336 7618

APPLICATIONS

: Pretoria: Please email your application quoting the relevant reference number on the subject line to: RecruitHQ04@dws.gov.za or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001.

FOR ATTENTION

: Recruitment and Selection Unit

POST 04/50

: **CHIEF ARTISAN: GRADE A (CIVIL) REF NO: 140225/07**

Branch: Infrastructure Management: Northern Operations

Dir: Operations Northern

SALARY

: R455 223 per annum, (OSD)

CENTRE

: Groblersdal Area Office

REQUIREMENTS

: Appropriate trade test in Civil. Ten (10) years of experience. Computer literacy (Word, Excel, Outlook). The disclosure of a valid unexpired driver's license. Knowledge of legal compliance. Knowledge of Technical analysis. Computer-aided applications. Knowledge of technical report writing. Team Leadership. Production, process knowledge and skills. Knowledge of problem solving and analysis. Decision making. Ability to work independently and in a team. Analytical and creativity skills. Communication and interpersonal skills. Computer skills. project management. Planning, organizing and execution. Technical report writing. Problem solving and analysis, decision making, team leadership, creativity, self-management, customer focus and responsiveness. Sound interpersonal and leadership skills. Strong verbal and written communication skills. Planning, organizing and people management. Willingness to travel throughout South Africa for the execution of some duties.

DUTIES

: Manage plumbers, carpenters, painters, building and construction workers. Planning and organizing of work according to the budget implementation. Construction and maintenance of civil

structures on the scheme. Standby and after hours' services. Ensure compliance with Occupational Health and Safety Act. Manage civil maintenance teams and workshop. Ensure compliance with prescribed specifications and standards to ensure safe and serviceable infrastructure through planned maintenance, scheduled and unscheduled repairs and refurbishment projects. Manufacture items from own planning and drawings. Source, liaise and obtain quotations from suppliers and ensure product compliance to specifications and standards. Manage and evaluate staff performance on an on-going basis. Manage administrative and related functions. Ensure compliance with Occupational health and safety. Conduct inspections, dam safety inspections and asset verifications.

ENQUIRIES

APPLICATIONS

- : Mr ST Ngcobo Tel No: (013) 262 6800
- : Groblersdal: Please email your application quoting the relevant reference number on the subject to: NOPSRecruitGDL@dws.gov.za or hand deliver to: Physical Address, Dept of Water and Sanitation, R25 Bronkhorstpruit Road, Aquaville, 0470 or post to: The Area Manager: Groblersdal Area Manager, Groblersdal Area Office, Private Bag X8616, Groblersdal, 0470.
- : HR Section

FOR ATTENTION

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF EDUCATION**

Free State Department of the Education is an equal opportunity affirmative action employer. It is its intention to promote representativity (race, gender and disability) in the Department through the filling of these posts and candidates, whose appointment/promotion/transfer will promote representativity, will receive preference. Persons with disabilities are encouraged to apply. Applicants with disabilities, that are short-listed, are requested to provide information on how the selection process can be adapted to suit their needs for purposes of reasonable accommodation. Kindly indicate disability status to facilitate the process.

- APPLICATIONS** : Place application in the Box at Security Marked Public Service Applications (Saambou Building, Ground Floor, corner Charlotte Maxeke and Aliwal Street). OR: e-mail to erecruitment2@fseducation.gov.za for Staff Nurse Applications and erecruitment3@fseducation.gov.za for CYCW Regarding e-mailed applications: Only attach Z83 and a one-page CV. Applications must be submitted as a Single document/One Attachment to the e-mail address specified for each position. (Kindly note that emailed applications and attachments should not exceed 15MB. Applications received which do not adhere to the above may not be considered.) It remains the candidate's responsibility to ensure that their application is successfully submitted.
- CLOSING DATE** : 14 February 2025
- NOTE** : Please submit your application, quoting the relevant reference number on your Z83 application. Free State Department of the Education is an equal opportunity affirmative action employer. It is its intention to promote representativity (race, gender and disability) in the Department through the filling of these posts and candidates, whose appointment/promotion/transfer will promote representativity, will receive preference. Persons with disabilities are encouraged to apply. Applicants with disabilities, that are short-listed, are requested to provide information on how the selection process can be adapted to suit their needs for purposes of reasonable accommodation. Kindly indicate disability status to facilitate the process. Firstly, to the candidature of excess employees who are at a level equivalent to that of the advertised vacancy and secondly, to the candidature of employees other than those referred to in the above paragraph i.e. non-excess employees and excess employees at lower/ higher levels than that of the advertised vacancy. All applications must be submitted on the new Z.83 form (Applicable from 1 January 2021. Obtainable at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>. Applications submitted on the old form will not be considered), obtainable from any Public Service Department, as well as from FSDoE, or the official website: (www.education.fs.gov.za). Short-listed candidates will be expected to submit copies of qualifications, driving license and identity document. Separate applications must be submitted for every vacancy. A detailed Curriculum Vitae (CV) containing, inter alia, a complete chronological record of training, experience, competencies and previous employment record as well as the names and telephone numbers of three persons willing to act as referees. N.B.: Please note that: Incomplete and late applications will not be considered (applications posted, couriered and received after the closing date and those that do not comply with these instructions will not be considered). The onus is on the applicants to ensure that their applications are posted, or hand delivered timeously. Failure to comply with the procedure outlined above will lead to an application being rejected. Applicants are requested to complete Z83 form properly which must be authenticated by a signature and initialed on both pages and clearly quoting the relevant reference number for each post applied for. (Only an originally, new (1 January 2021) completed Z83 form will be accepted – copies will be disqualified). Applicants who terminated their services with voluntary severance packages may not apply; Faxed applications will not be accepted; salary progression on the salary scales is subject to performance assessment; The FSDoE reserves the right not to fill advertised positions. Previous employment will be verified. Applicants' educational qualifications will be verified, references will be checked, and security clearance/criminal checks will be conducted. It is expected of candidates to be available for selection interviews on a date, time and place determined by the Free State Department of Education. It is the applicants' responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application has been unsuccessful. Please note it might be expected of short-listed applicants to complete a project. Successful candidates will be vetted and level 13 and higher must undergo a Competency test. This advertisement will also appear on the website of the Department at www.education.fs.gov.za Introduction and general measures: NB: as of 1st July 2006, all new appointments in the public service must be part of the Government Employee Medical Scheme (GEMS) to qualify for a Government Medical Subsidy. Correspondence will only be entered into with shortlisted applicants.

OTHER POSTS

- POST 04/51** : **STAFF NURSE GRADE 1 TO GRADE 3: ROSENHOF SPECIAL SCHOOL: REF NO: PS4/2024/01**
- SALARY** : R209 112 – R362 187 per annum

<u>CENTRE</u>	:	Rosenhof Special school, Bloemfontein
<u>REQUIREMENTS</u>	:	Grade 12. Qualification that allows registration with the SANC as Staff Nurse. Registration with the SANC as an Enrolled Nurse, Driver's license. Recommendation: 3 years' experience in working with youth with severe emotional and behavioural challenges will be an added advantage. SN 1: None SN 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC. SN 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC. Demonstrate basic understanding of nursing legislation and related legal and ethical nursing practices.
<u>DUTIES</u>	:	Perform a basic clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of basic nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic communication with patients, supervisors and other clinicians. Work as part of the multidisciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating basic care including awareness and willingness to respond to patients' needs, requirements nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic communication with patients, supervisors and other clinicians. Work as part of the multidisciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating basic care including awareness and willingness to respond to patients' needs, requirements.
<u>ENQUIRIES</u>	:	Me. NE Davids Tel No: (051) 522 6771
<u>POST 04/52</u>	:	<u>CHILD AND YOUTH CARE WORKER GRADE 1 – GRADE 3: ROSENHOF SPECIAL SCHOOL</u> <u>REF NO: PS4/2024/02</u>
<u>SALARY</u>	:	R174 711 – R231 042 per annum
<u>CENTRE</u>	:	Rosenhof Special School, Bloemfontein
<u>REQUIREMENTS</u>	:	A Grade 12 Certificate as well a Child Youth & Care Certificate or equivalent qualification. recommendation: Appropriate 3 years' experience in working with youth with severe emotional and behavioural challenges will be an added advantage.
<u>DUTIES</u>	:	To support and assist educators and learners in addressing the barriers to learning by creating social conditions for effective learning and teaching at the school. To render integrated and developmental child and youth care services to learners who are experiencing emotional, social and behavioural barriers to learning. Promote the optimum holistic development of learners in need of care and protection. Assess and develop and Individual Developmental Plan (IDP) for learners using the Developmental Assessment Model. Review the Individual Developmental Plans. Develop and implement the developmental support programme for learners. Keep records (process notes and progress reports) on individual learners under your care, including daily observations and information about activities.
<u>ENQUIRIES</u>	:	Me. NE Davids Tel No: (051) 522 6771

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

- APPLICATIONS** : To apply for the above position, please apply online at <http://professionaljobcentre.gpg.gov.za> or Hand Deliver: Ground floor 56 Eloff Street, Umnotho House, Johannesburg and applications quoting the relevant reference number. For assistance with online applications, visit the following centres: 78 Fox Street, Marshalltown or Maponya Mall at Thuso House next to Home Affairs.
- FOR ATTENTION** : Ms. Gugu Nevondo at 072 904 1694 – Recruitment
- CLOSING DATE** : 14 February 2025, 16h00. No late applications will be considered.
- NOTE** : It is the Department intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan (Coloreds and Indians are encouraged apply). To facilitate this process successfully, an indication of race, gender and disability status is required. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). General information. The Department will not accept posted and emailed applications. The Gauteng Department of Agriculture and Rural Development reserves the right to fill or not fill the advertised posts. If you do not receive any response from us within 3 months, please accept that your application was unsuccessful. must be submitted on the NEW Z.83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. Applications with the OLD Z.83 form will not be considered. A NEW Z.83 form must be fully completed, duly signed and initialled by the applicant. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates must accompany the application form. Applications are not required to submit copies of qualifications and other relevant documents on application. Communication regarding certified documents will be limited only to the shortlisted candidates. Successful completion of the Senior Management Pre-Entry Programme (Nyukela) is required before the appointment can be made. Enrolment for the course should be made on the NSG's website at <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme>. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification.
- MANAGEMENT ECHELON**
- POST 04/53** : **CHIEF DIRECTOR- VETERINARY SERVICES REF NO: REFS/022120**
- SALARY** : R1 436 022 per annum, (all-inclusive salary package which can be structured according to the individual's needs).
- CENTRE** : Johannesburg (Head Office)
- REQUIREMENTS** : Grade 12 plus an undergraduate Veterinary Science qualification (NQF level 7) or relevant qualification as recognized by SAQA. 5 years' relevant experience at a senior managerial level. Registration with the South African Veterinary Council (SAVC). Successful completion of the Senior Management Pre-Entry Programme (Nyukela) is required before the appointment can be made. Enrolment for the course should be made on the NSG's website at <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme>, Must be in possession of a valid Code 08 driver's license. Competencies: Computer Literacy, Excellent written and verbal communication Skills, Report writing Skills, Planning and organizing, Leadership, Financial Management skills, Strategic development, Project Management skills, Knowledge Management skills, Presentation and Facilitation skills, Stakeholder Relationship Management, Good Administrative skills. Good interpersonal and Networking skills. Must have knowledge of GPG and Public Service Regulations, PFMA, understanding of the PSP and RSP, understanding of Policy Development and Corporate Governance, Project Management, Knowledge and understanding of departmental strategic plan and priorities, understanding of the Department's organizational structure and functionality, understanding of the Political Mandate Strategic Priorities, knowledge and understanding of the CJS. Knowledge of Applicable relevant Legal and Regulatory requirements (e.g. Animal Disease Act 1984, Meat Safety Act, Fertilizer, Farm Feeds and Related Substances Act 1947 (Act 36 of 1947), Medicines and Related Substances Control Act 1965 (Act 101 of 1965) and Animal Identification Act 2002 (Act 6 of 2002), Veterinary and Para-Veterinary Professions Act, 1962, Livestock Improvement Act (Act 2 of 1997), Animal Protection Act (Act 71 of 1961, Departmental policies and procedures, Government Priorities, Reporting procedures, Information systems, SA Constitution and Employment Equity Act, 1998. Attributes: Good interpersonal relations. Ability to work under pressure and meet deadlines. Ability to work in a team and independently. Strong Management skills. Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.
- DUTIES** : Facilitate the prevention and control of animal diseases and provide primary animal health care and advisory services. Strategic oversight over Implementation of Veterinary Services programs.

Execute the role of Provincial Veterinary Officer as delegated under the Animal Diseases Act, Execute the role of Principal Veterinarian (Veterinary and Para-Veterinary Professions Act), Facilitate the provision of veterinary public health services through executing role of Provincial Executive Officer as delegated under the Meat Safety Act. Oversee the provisioning of trade facilitation services. Oversee the provision of veterinary transversal services. Oversee resources (Human, Financial, Equipment/Assets). Managing the control of controlled animal and zoonotic diseases. Facilitate Provide primary animal health care, veterinary extension, animal welfare, animal traceability and advisory services. Oversee the provision of veterinary public health services, to ensure that food of animal origin is safe and suitable for human consumption. Oversee the effective provision of export certification services for animals, animal products and food of animal origin, in line with sanitary and phytosanitary agreements. Ensure the provision of credible epidemiologic data to enable decision making. Ensure provision of credible laboratory diagnostics and analytical services. Oversight over provision of veterinary quality assurance and accreditation service. Ensure provision of animal disease risk analysis services. Ensure provision of a veterinary law enforcement service (A.D.A, M.S.A, P.A.P.A). Providing guidance into chief directorate's HR requirements (staffing, structural alignment, recruitment, leave management, performance management and staff development). Ensuring chief directorate's effective participation in all internal and external governance structures (EMT, SMT, ICT steering committee, Audit committee, Risk management committee, Portfolio committee, SCM committees, Security, Oversee and ensure discipline. Authorise, control and monitor the budget and expenditure. Manage the compilation of various reports and statistics.

ENQUIRIES

: Ms. Gugu Nevondo; Tel No: 072 904 1694

POST 04/54

DIRECTOR-SUPPLY CHAIN MANAGEMENT REF NO: REFS/022121

SALARY

: R1 216 824 per annum, (all-inclusive salary package which can be structured according to the individual's needs).

CENTRE

: Johannesburg (Head Office)

REQUIREMENTS

: Grade 12 plus an undergraduate qualification (NQF level 7) in Supply Chain Management/ Finance or other related qualifications as recognized by SAQA. 5 years proven experience at middle managerial level in SCM environment. Successful completion of the Senior Management Pre-Entry Programme (Nyukela) is required before the appointment can be made. Enrolment for the course should be made on the NSG's website at <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme>. A valid Code 08 driver's license. Competencies: Strategic Capacity and Leadership skills, People Management, Empowerment and Integrity, Financial Management, Change Management, Programme and project Management. Technical Competencies: Departmental policies and procedures, Government Priorities, Reporting procedures and Information system. Strong managerial and communication skills (written and verbal). Thorough knowledge of the Financial Prescripts of the Public Service and Supply Chain Management. Attributes: Good interpersonal relations. Ability to work under pressure and meet deadlines. Ability to work in a team and independently. Strong Management skills. Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

DUTIES

: Manage procurement for goods and services. Lead the identification of Supply Chain Management needs. Identify procurement priorities and finalization. Ensure the finalisation of procurement plans. To develop and maintain an inventory management system. Development and implement movable assets management strategy. Lead the rendering of services with regard to requisition, ordering, receipt and distribution of goods. Make inputs to the Strategic and Annual Performance Plans to support the achievement of the construction procurement policy in the Institution. Finalise procurement plans. Finalise Bid Specification Documentation, Advertisement processes and Tender Clarification Meetings. Manage the processed related to the receipt and opening of Tender Proposals and/or Expressions of Interest. Manage implementation of responsiveness testing. Manage implementation of Tender Evaluation. Provide inputs to the development of a Supply Chain Management policy framework that deals with the whole spectrum of procurement. Provide inputs to the determination of delegations for procurement. Design and establish procurement processes and procedures (Standard Operating Procedures) that are fair, competitive, equitable, transparent and cost effective. Design and implement a system to monitor performance of suppliers and the performance of the Contracting Institution. Develop risk mitigation strategies to evaluate performance of suppliers. Development of Standard Procurement Templates. Provide inputs to the appointment of Tender Committee Members. Manage the design and implementation of controls to comply with contract requirements. Manage and review all cancellations, amendments, expansions, variations, extensions or transfer of contracts awarded through the Bid Committee. Manage implementation of penalties where required. Manage expansions of contracts above the amounts provided in terms of contingencies. Manage motivations to authorise increases in the total prices excluding price adjustment for inflation in excess of the amount stated in the contract and make recommendations. Manage motivations for events which in terms of the contract increase and make recommendations. Manage the preparation of performance reports for the service provider based on inputs received from the relevant units. Monitor communication between SCM and other units in order for various branches to meet all contractual timelines and related obligations. Sign performance agreements for the Directorate based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage human resources in the Directorate and maintain discipline. Manage

training and development of personnel according to agreed training interventions. Manage the provision of equipment required by personnel for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to personnel on performance. Mentor and coach personnel. Determine the human resources needs of the Directorate in consultation with Corporate Services. Develop and update the service delivery and work plan for the Directorate. Provide sufficient guidance to personnel in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly personnel meetings. Manage skills transfer between personnel in the Directorate and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance. Manage funds in the Directorate in compliance with Public Finance Management Act and the Treasury Regulations. Limit under spending or overspending by the Directorate in terms of the departmental budget allocations. Manage the effective spending of infrastructure grant funding. Align the strategic priorities and the work plans of the Directorate with the Chief Directorate. Develop operational plans for the Directorate and work plans for each staff member in the Directorate. Provide written contributions to departmental quarterly progress reports, Annual Report, SCOPA, Budget speeches, Annual Performance Plan, etc

ENQUIRIES

: Ms. Gugu Nevondo at 072 904 1694

POST 04/55

: **DIRECTOR- ANIMAL HEALTH REF NO: REFS/022122**

SALARY

: R1 216 824 per annum, (All-inclusive salary package which can be structured according to the individual's needs).

CENTRE

: Johannesburg (Head Office)

REQUIREMENTS

: Grade 12 plus an undergraduate Veterinary Science qualification (NQF level 7) or relevant qualifications as recognized by SAQA. 5 years' relevant experience at a middle managerial level. Registration with the South African Veterinary Council (SAVC). Successful completion of the Senior Management Pre-Entry Programme (Nyukela) is required before the appointment can be made. Enrolment for the course should be made on the NSG's website at <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme>. Must be in possession of a valid Code 08 driver's license. Competencies: Computer Literacy, Excellent written and verbal communication Skills, Report writing Skills, Planning and organizing, Leadership, Financial Management skills, Strategic development, Project Management skills, Knowledge Management skills, Presentation and Facilitation skills, Stakeholder Relationship Management, Good Administrative skills. Good interpersonal and Networking skills. Must have knowledge of GPG and Public Service Regulations, PFMA, understanding of the PSP and RSP, understanding of Policy Development and Corporate Governance, Project Management, Knowledge and understanding of departmental strategic plan and priorities, understanding of the Department's organizational structure and functionality, understanding of the Political Mandate Strategic Priorities, knowledge and understanding of the CJS. Knowledge of Applicable relevant Legal and Regulatory requirements (e.g. Animal Disease Act 1984, Meat Safety Act, Fertilizer, Farm Feeds and Related Substances Act 1947 (Act 36 of 1947), Medicines and Related Substances Control Act 1965 (Act 101 of 1965) and Animal Identification Act 2002 (Act 6 of 2002), Veterinary and Para-Veterinary Professions Act, 1962, Livestock Improvement Act (Act 2 of 1997), Animal Protection Act (Act 71 of 1961, Departmental policies and procedures, Government Priorities, Reporting procedures, Information systems, SA Constitution and Employment Equity Act,1998. Attributes: Good interpersonal relations. Ability to work under pressure and meet deadlines. Ability to work in a team and independently. Strong Management skills. Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

DUTIES

: To facilitate the prevention and control of Animal Disease. Management of provision of Primary Animal Health Care, Veterinary extension, Animal Welfare, Animal traceability and advisory services. Management of the provision of Veterinary Pharmaceutical services. Provide strategic direction for the directorate. Manage Resources (Human/ Finance/ Equipment/ Assets) Provide services to prevent and control outbreaks of List A and Notifiable animal diseases. Provide field epidemiology services. Promote animal health awareness programmes. Promote the adoption of pathogen reduction schemes at farm level. Provide a commercial farm census data collection service. Provide primary animal health services. Implement initiatives to promote animal welfare and disease awareness programmes. Coordinate animal identification and traceability services. Coordinate Compulsory Community Service (CCS). Provide a smallholder subsistence and emerging farmer census data collection service. Provide animal improvement services. Facilitate procurement and management of Pharmaceuticals, Biologicals and Surgical Inventory, Management of waste management, Research and keep abreast of best practice initiatives and developments within the directorate. Develop business/ strategic plan for the directorate and align it with Chief Directorate and ensure implementation thereof, ensure proper implementation of budget by monitoring, projecting and reporting expenditure, ensure proper spending in line with strategic objectives, monitor the optimal utilization and functionality of equipment, evaluate and monitor performance of employees to ensure achievement of strategic goal. Manage the human resource development of employees in the directorate, enhance and maintain employee motivation, oversee the development and implementation of operational plans for the directorate, develop and coordinate a service delivery improvement plan.

ENQUIRIES

: Ms. Gugu Nevondo at 072 904 1694

DEPARTMENT OF COMMUNITY SAFETY

Gauteng DCS is an equal opportunity employer and gender sensitive employer, and it is its intention to promote retrospectivity in the Public Service through the filling of these posts. The Department committed to the achievement and maintenance of diversity and equity employment. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity Imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources Directives will be taken into consideration. People with disabilities are encouraged to apply



- APPLICATIONS** : Applicants must apply online at: www.gautengonline.gov.za / <http://professionaljobcentre.qpg.gov.za>
- CLOSING DATE** : 14 February 2025
- NOTE** : Applications must be submitted on new Z83 form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The fully completed and signed new Z83 form should be accompanied by a recently updated comprehensive CV only (only shortlisted candidates will be required to submit certified copies of qualifications). Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification. The Department of Community Safety reserves the right not to make an appointment and to use other recruitment processes. Successful completion of the Senior Management Pre-Entry Programme (Nyukela) is required before the appointment can be made. Enrolment for the course should be made on the NSG's website at <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> Suitably qualified, dynamic, passionate, and experienced qualifying persons are invited to apply for the vacant position. The Department will not accept posted, emailed or hand delivered applications.

OTHER POSTS

- POST 04/56** : **DEPUTY DIRECTOR: SOCIAL CRIME PREVENTION REF NO: REFS/022129**
Chief Directorate: Provincial Secretariat
- SALARY CENTRE REQUIREMENTS** : R849 702 per annum, an all-inclusive remuneration package.
: Central Corridor
: Matric plus a recognized National Diploma (NQF level 6)/ Bachelor's Degree (NQF7)/ equivalent qualification in preferably Social Sciences/ Community Development or Policing as recognized by SAQA. 5-7 years' working experience of which 3 years must be at junior management level at ASD level in Social Crime Prevention programmes or Community Development primary and secondary research. No criminal record or any cases pending against you. A valid code 08/10 driver's license. Knowledge and skills: Relevant legislation and Public Service regulations. Understanding of expectations of customers. Departmental priorities. Crime patterns and causes thereof. Planning, organising, and leading a team. Problem solving. Communication. Innovative. Monitoring and evaluation skills. Report writing skills. Public speaking. Presentation skills. Public relations. Event management skills.
- DUTIES** : Coordinate the implementation of the SCP strategy. Conduct and coordinate networking sessions with stakeholders, NGO's and bi-monthly and LEAs on a quarterly basis. Coordinate the implementation of the school safety, VAWAC and youth Safety Strategies. Monthly meetings and support. Monitor and evaluate the implementation of youth safety, school safety, VAWAC and substance abuse prevention programmes. Attend relevant meetings and workshops (Staff Members to attach addendum of such meetings. Ensure effectiveness and efficiency. Manage service delivery improvement. Manage human and financial resources.
- ENQUIRIES** : Ms. Nkhensani Baloyi at 066 156 6669 /011 689 3701 (during working hours 8h00am to 16:30pm)
- POST 04/57** : **DEPUTY DIRECTOR: SOCIAL CRIME PREVENTION REF NO: REFS/022134**
Chief Directorate: Provincial Secretariat
- SALARY CENTRE** : R849 702 per annum, an all-inclusive remuneration package.
: Northern Corridor

- REQUIREMENTS** : Matric plus a recognized National Diploma (NQF level 6)/ Bachelor's Degree (NQF7)/ equivalent qualification in preferably Social Sciences/ Community Development or Policing as recognized by SAQA. 5-7 years' working experience of which 3 years must be at junior management level at ASD level in Social Crime Prevention programmes or Community Development primary and secondary research. No criminal record or any cases pending against you. A valid code 08/10 driver's license. Knowledge and skills: Relevant legislation and Public Service regulations. Understanding of expectations of customers. Departmental priorities. Crime patterns and causes thereof. Planning, organising, and leading a team. Problem solving. Communication. Innovative. Monitoring and evaluation skills. Report writing skills. Public speaking. Presentation skills. Public relations. Event management skills.
- DUTIES** : Coordinate the implementation of the SCP strategy. Conduct and coordinate networking sessions with stakeholders, NGO's and bi-monthly and LEAs on a quarterly basis. Coordinate the implementation of the school safety, VAWAC and youth Safety Strategies. Monthly meetings and support. Monitor and evaluate the implementation of youth safety, school safety, VAWAC and substance abuse prevention programmes. Attend relevant meetings and workshops (Staff Members to attach addendum of such meetings. Ensure effectiveness and efficiency. Manage service delivery improvement. Manage human and financial resources.
- ENQUIRIES** : Ms. Nkhensani Baloyi at 066 156 6669 /011 689 3701 (during working hours 8h00am to 16:30pm)
- POST 04/58** : **DEPUTY DIRECTOR: SOCIAL CRIME PREVENTION REF NUMBER: REFS/022136**
Chief Directorate: Provincial Secretariat
- SALARY CENTRE REQUIREMENTS** : R849 702 per annum, an all-inclusive remuneration package.
: Eastern Corridor
- REQUIREMENTS** : Matric plus a recognized National Diploma (NQF level 6)/ Bachelor's Degree (NQF7)/ equivalent qualification in preferably Social Sciences/ Community Development or Policing as recognized by SAQA. 5-7 years' working experience of which 3 years must be at junior management level at ASD level in Social Crime Prevention programmes or Community Development primary and secondary research. No criminal record or any cases pending against you. A valid code 08/10 driver's licence. Knowledge and skills: Relevant legislation and Public Service regulations. Understanding of expectations of customers. Departmental priorities. Crime patterns and causes thereof. Planning, organising, and leading a team. Problem solving. Communication. Innovative. Monitoring and evaluation skills. Report writing skills. Public speaking. Presentation skills. Public relations. Event management skills.
- DUTIES** : Coordinate the implementation of the SCP strategy. Conduct and coordinate networking sessions with stakeholders, NGO's and bi-monthly and LEAs on a quarterly basis. Coordinate the implementation of the school safety, VAWAC and youth Safety Strategies. Monthly meetings and support. Monitor and evaluate the implementation of youth safety, school safety, VAWAC and substance abuse prevention programmes. Attend relevant meetings and workshops (Staff Members to attach addendum of such meetings. Ensure effectiveness and efficiency. Manage service delivery improvement. Manage human and financial resources.
- ENQUIRIES** : Ms. Nkhensani Baloyi at 066 156 6669 /011 689 3701 (during working hours 8h00am to 16:30pm)
- POST 04/59** : **DEPUTY DIRECTOR: SOCIAL CRIME PREVENTION REF NUMBER: REFS/022130**
Chief Directorate: Provincial Secretariat
- SALARY CENTRE REQUIREMENTS** : R849 702 per annum, an all-inclusive remuneration package.
: Southern Corridor
- REQUIREMENTS** : Matric plus a recognized National Diploma (NQF level 6)/ Bachelor's Degree (NQF7)/ equivalent qualification in preferably Social Sciences/ Community Development or Policing as recognized by SAQA. 5-7 years' working experience of which 3 years must be at junior management level at ASD level in Social Crime Prevention programmes or Community Development primary and secondary research. No criminal record or any cases pending against you. A valid code 08/10 driver's license. Knowledge and skills: Relevant legislation and Public Service regulations. Understanding of expectations of customers. Departmental priorities. Crime patterns and causes thereof. Planning, organising, and leading a team. Problem solving. Communication. Innovative. Monitoring and evaluation skills. Report writing skills. Public speaking. Presentation skills. Public relations. Event management skills.
- DUTIES** : Coordinate the implementation of the SCP strategy. Conduct and coordinate networking sessions with stakeholders, NGO's and bi-monthly and LEAs on a quarterly basis. Coordinate the implementation of the school safety, VAWAC and youth Safety Strategies. Monthly meetings and support. Monitor and evaluate the implementation of youth safety, school safety, VAWAC and substance abuse prevention programmes. Attend relevant meetings and workshops (Staff Members to attach addendum of such meetings. Ensure effectiveness and efficiency. Manage service delivery improvement. Manage human and financial resources.
- ENQUIRIES** : Ms. Nkhensani Baloyi at 066 156 6669 /011 689 3701 (during working hours 8h00am to 16:30pm)
- POST 04/60** : **DEPUTY DIRECTOR: SOCIAL CRIME PREVENTION REF NO: REFS/022137**
Chief Directorate: Provincial Secretariat
- SALARY** : R849 702 per annum, an all-inclusive remuneration package.

<u>CENTRE REQUIREMENTS</u>	: Western Corridor : Matric plus a recognized National Diploma (NQF level 6)/ Bachelor's Degree (NQF7)/ equivalent qualification in preferably Social Sciences/ Community Development or Policing as recognized by SAQA. 5-7 years' working experience of which 3 years must be at junior management level at ASD level in Social Crime Prevention programmes or Community Development primary and secondary research. No criminal record or any cases pending against you. A valid code 08/10 driver's license. Knowledge and skills: Relevant legislation and Public Service regulations. Understanding of expectations of customers. Departmental priorities. Crime patterns and causes thereof. Planning, organising, and leading a team. Problem solving. Communication. Innovative. Monitoring and evaluation skills. Report writing skills. Public speaking. Presentation skills. Public relations. Event management skills.
<u>DUTIES</u>	: Coordinate the implementation of the SCP strategy. Conduct and coordinate networking sessions with stakeholders, NGO's and bi-monthly and LEAs on a quarterly basis. Coordinate the implementation of the school safety, VAWAC and youth Safety Strategies. Monthly meetings and support. Monitor and evaluate the implementation of youth safety, school safety, VAWAC and substance abuse prevention programmes. Attend relevant meetings and workshops (Staff Members to attach addendum of such meetings. Ensure effectiveness and efficiency. Manage service delivery improvement. Manage human and financial resources.
<u>ENQUIRIES</u>	: Ms. Nkhensani Baloyi at 066 156 6669 /011 689 3701 (during working hours 8h00am to 16:30pm)
<u>POST 04/61</u>	: <u>DEPUTY DIRECTOR: ICT INFRASTRUCTURE REF NO: REFS/022131</u> Chief Directorate: Information Communication and Technology
<u>SALARY CENTRE REQUIREMENTS</u>	: R849 702 per annum, an all-inclusive remuneration package. : Head Office (Johannesburg) : Requirements: Matric Certificate plus a 3-year National Diploma (NQF level 6)/Degree (NQF level 7) In ICT (Computer Science or Informatics). Any relevant ICT Infrastructure certificates is an advantage. 3 – 5 years' experience directly related to the duties and responsibilities specified. All valid relevant driving licenses (A and EC). No criminal record or case pending against you. Knowledge and skills: Operating systems and server administration. Working knowledge of Microsoft server environment and Windows operating systems. (AD and MS Exchange Server). Microsoft Office packages. Management of Software licenses. DBMS Technology. Virtualization Solutions. SAN administration. Cloud hosted services. Networking environment - LAN/WAN, networking/Troubleshooting and experience in Cisco routers/switch configuration Telecommunication Systems - Knowledge of PABX and telecom systems, (TMS, VoIP). Knowledge of ICT Security technologies. ICT Regulations and standards (CobIT, ITIL, ISO etc. Business Analysis. Innovative development technologies. DBMS technologies. Project management skills. Information and data Security. Risk assessment and mitigation. Disaster recovery technologies. Network and telecommunications. Security. Technical credibility and Cyber security management.
<u>DUTIES</u>	: Development, implementation and monitoring of ICT Infrastructure Plan. Provision and maintenance of the telecommunications systems and network infrastructure. Oversees management and protection of the data ensuring adherence to standards and operating procedures to data access and preservation of data and storage. Manage the maintenance and support of all computer end-user devices and computerized systems, information processing equipment and software. Sets the direction and oversee ICT infrastructure projects and implement ICT projects methodologies. Assists in the acquisition of ICT equipment and software through developing specifications and giving advice on the new technologies procured. Responsible for coaching, disciplining and mentoring of staff to improve performance. Monitor the performance of staff and ensure assessment of their performance. Provide input in drafting of budget in the section. Control and monitor the subsection budget and expenditure. Coordinate the compilation of various reports and statistics for the section. Manage leave and sub-ordinates.
<u>ENQUIRIES</u>	: Ms. Nkhensani Baloyi at 066 156 6669 /011 689 3701 (during working hours 8h00am to 16:30pm)
<u>POST 04/62</u>	: <u>DEPUTY DIRECTOR: APPLICATION DEVELOPMENT REF NO: REFS/022124</u> Chief Directorate: Information Communication and Technology
<u>SALARY CENTRE REQUIREMENTS</u>	: R849 702 per annum, an all-inclusive remuneration package. : Head Office (Johannesburg) : Matric Certificate plus three-year National Diploma plus BTech in ICT or a bachelor's degree in ICT (Computer Science or Informatics) Any relevant system development certificate is an advantage. 3-5 years management experience directly related to the duties and responsibilities specified. Knowledge and skills: System Development life Cycle, Project Management, ICT Security Management, Risk Management, Experience in Microsoft development environment and development tools. Programming language knowledge. Working knowledge basic GIS environment. Experience in data center and Microsoft operating systems. In-depth knowledge of Microsoft SQL Server, My SQL, with regard to development and maintenance of these databases. Data base design, development and implementation, backup and recovery. Capacity planning. Programming knowledge of open-source systems, mobile applications etc. Possess knowledge of basic networking functions. Working knowledge of information engineering. ICT Regulations and standards (CobIT, ITIL, ISO) etc. Business Analysis. Innovative Development

technologies. DBMS technologies. Project Management skills. Information and data security. Risk assessment and mitigation. Disaster recovery technologies.

DUTIES

: Automate and digitalization of information and business processes. Management of Systems Development Cycle, Planning; Analysis; Development; Maintenance information and data Management. Development and installation of system data bases; Governance and protection of information through proper procedures and rules within the databases; Codification and data standardization. Manage ICT Projects. Development and implementation of the Business Applications Strategy. Ensure Proper ICT Projects Principles and practices are implemented. Management of risks related to the system. Management of software tools. Develop, Implement, maintain, train and support business applications. Expand Technical and Business knowledge through reading, research and on the job training. To analyse the various requirements of the organization and to bridge the gap between Business and ICT. Planning Strategically- The analysis of the organization's strategic business needs. Operating/Business model Analysis- The definition and analysis of organizations policies and market business approaches. Process definition and Design- The business process modelling developed through process. Manage resources (Human, Financial, Equipment/Assets). Responsible for coaching, disciplining and mentoring of staff to improve performance. Monitor the performance of staff and ensure assessment of their performance. Provide input in drafting of budget in the section. Control and monitor the subsection budget and expenditure. Coordinate the compilation of various reports and statistics for the section. Manage leave of subordinates.

ENQUIRIES

: Ms. Nkhensani Baloyi at 066 156 6669 /011 689 3701 (during working hours 8h00am to 16:30pm)

DEPARTMENT OF HEALTH

OTHER POSTS

POST 04/63

: **PROFESSIONAL NURSE SPECIALTY (PRIMARY HEALTH CARE) REF NO: MRH/2025/03**
Directorate: Nursing

SALARY

: Grade 1: R451 533 – R530 576 per annum
Grade 2: R553 545 – R686 211 per annum

CENTRE

: Mamelodi Regional Hospital

REQUIREMENTS

: National Senior Certificate, a basic R425 qualification, i.e. Diploma/Degree in Nursing or equivalent qualification that allows registration as a Professional Nurse and current registration with SANC. A post basic qualification with duration of at least 1 year accredited with the SANC in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with SANC (R48). A minimum of 4 years appropriate/recognized experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least 1 year of the period referred to above must be appropriate/recognizable experience working in Primary Health Care after obtaining the one-year post-basic qualification. Competencies: Skills required good communication skills/verbal and written. Report writing skills. Sound interpersonal skills are necessary. Have knowledge of ideal hospital realization and maintenance framework. Computer literacy. Demonstrate and understanding of nursing legislation and related legal and ethical nursing practices.

DUTIES

: Perform a clinical nursing practice in accordance with the scope of practice and required nursing standards. Promote specialised quality of nursing care as directed by professional scope of practice and standards as determined by relevant health facility Able to plan and organise own work and ensure proper nursing care. Demonstrate effective communications with patients, supervisors and other stake holders including report writing required. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively-operatively amicably with person of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting proper treatment and care including awareness and willingness to respond to patient's needs, requirements

ENQUIRIES

: Ms. S. Mahlangu Tel No: (012) 841 8363

APPLICATIONS

: Must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032, Rethabile, 0122, hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital. Alternatively, applications can be emailed to: Applications.MRH@gauteng.gov.za

FOR ATTENTION

: Recruitment & Selection Section Tel No: (012) 842 0961

NOTE

: Applications must be submitted on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, with CV. Only shortlisted candidates will be requested to bring certified copies. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital.

CLOSING DATE

: 14 February 2025

<u>POST 04/64</u>	:	<u>PROFESSIONAL NURSE SPECIALTY (THEATER) REF NO: MRH/2025/01</u> Directorate: Nursing
<u>SALARY</u>	:	Grade 1: R451 533 – R530 576 per annum Grade 2: R553 545 – R686 211 per annum
<u>CENTRE REQUIREMENTS</u>	:	Mamelodi Regional Hospital
<u>DUTIES</u>	:	National Senior Certificate or equivalent NQF level, a basic R425 qualification, Diploma/ Degree in nursing or equivalent qualification that allows current registration with SANC as a professional nurse. Current registration with SANC. A post basic qualification with a duration of at least one year accredited with SANC in Theatre Specialty. A minimum of 4 years appropriate/ recognizable experience in nursing after registration as a professional nurse with SANC in general nursing. Perform both clinical and administrative duties as required as per SANC requested. Provide effective and quality patient care, provide a safe therapeutic environment that allows for the practice of safe nursing care as laid by the nursing act, occupational health and safety act and all other applicable prescripts. Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues including complex report writing as required. Display a concern for patients, promoting, advocating and facilitating proper treatment and care ensuring that the unit adheres to the principals of Batho Pele. Develop and implement quality assurance program, policies, operational plan, standard operating procedures and guidelines for the unit. Improve quality care through reduction of patient's complaints and waiting time. Promote quality of nursing care as directed by the professional scope of practice and standards determined by the institution and other regulating bodies.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. S Mahlangu Tel No: (012) 841 8490
<u>FOR ATTENTION NOTE</u>	:	Must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032, Rethabile, 0122, hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital. Alternatively, applications ca be emailed to: Applications.MRH@gauteng.gov.za Recruitment & Selection Section Tel No: (012) 842 0961 Applications must be submitted on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, and copy of CV. Only shortlisted candidates will be requested to bring certified copies of qualifications and after acquired documents. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital.
<u>CLOSING DATE</u>	:	14 February 2025
<u>POST 04/65</u>	:	<u>PROFESSIONAL NURSE SPECIALTY (ICU) REF NO: MRH/2025/02 (X2 POSTS)</u> Directorate: Nursing
<u>SALARY</u>	:	Grade 1: R451 533 – R530 576 per annum Grade 2: R553 545 – R686 211 per annum
<u>CENTRE REQUIREMENTS</u>	:	Mamelodi Regional Hospital
<u>DUTIES</u>	:	National Senior Certificate, a basic R425 qualification, i.e. Diploma/Degree in Nursing or equivalent qualification that allows registration as a Professional Nurse and current registration with SANC. A post basic qualification with duration of at least 1 year accredited with the SANC in Intensive Care Unit Nursing Specialty. A minimum of 4 years appropriate/recognized experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least 1 year of the period referred to above must be appropriate/recognizable experience working in ICU after obtaining the one-year post-basic qualification in ICU. Competencies: Skills required good communication skills/verbal and written. Report writing skills. Sound interpersonal skills are necessary. Have knowledge of ideal hospital realization and maintenance framework. Computer literacy. Demonstrate and understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and required nursing standards. Promote specialised quality of nursing care as directed by professional scope of practice and standards as determined by relevant heath facility Able to plan and organise own work and ensure proper nursing care. Demonstrate effective communications with patients, supervisors and other stake holders including report writing required. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively-operatively amicably with person of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting proper treatment and care including awareness and willingness to respond to patient's needs, requirements.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. S. Mahlangu Tel No: (012) 841 8363
	:	Must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032, Rethabile, 0122, hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital. Alternatively, applications can be emailed to: Applications.MRH@gauteng.gov.za

FOR ATTENTION NOTE : Recruitment & Selection Section Tel No: (012) 842 0961
: Applications must be submitted on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, with CV. Only shortlisted candidates will be requested to bring certified copies. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital.

CLOSING DATE : 14 February 2025

POST 04/66 : **MEDICAL OFFICER - OBS AND GYNAE (SESSIONAL) REF NO: MRH/2025/05 (X5 POSTS)**
Directorate: Clinical

SALARY : Grade 1: R457.per hour
Grade 2: R521.per hour
Grade 3: R603.per hour

CENTRE REQUIREMENTS : Mamelodi Regional Hospital
: National Senior Certificate/Matric, MBCHB Degree that allows registration with HPCSA as a Medical Officer and current annual registration. **Grade 1:** No experience required after completion of Community Service and registration with HPCSA AS A Medical Officer. **Grade 2:** A minimum of five years' experience after registration with HPCSA as a Medical Officer. **Grade 3:** A minimum of ten years' experience after registration with HPCSA as a Medical Officer. Ability to function independently and be part of a multi-disciplinary team. Successful applicant must be solution-oriented and have good decision-making skills. Advance Trauma Life Support training will be an added advantage. Basic medical knowledge in Obstetrics and Gynaecology outpatient management. Assist with the maintenance of standards of care and implementation of quality improvement programmes within the department.

DUTIES : Render inpatient and outpatient services in the disciplines. Provide critical care and treatment. Experience and courses attended in the relevant clinical fields will be an added advantage. Manage Orthopaedic and outpatient emergency. Provide training and supervision to Medical Interns and Students. Better utilisation of resources. Assist with the administrative activities of the department. Assist and participate in the research activities as defined within the department. Ensure compliance with the policies and protocols.

ENQUIRIES APPLICATIONS : Dr. L.B. Mapeshoane Tel No: (012) 841 8302
: must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032, Rethabile, 0122, hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital. Alternatively, applications ca be emailed to: Applications.MRH@gauteng.gov.za

FOR ATTENTION NOTE : Recruitment & Selection Section Tel No: (012) 842 0961
: Applications must be done on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, with detailed CV. Only shortlisted candidates will be requested to bring certified copies of the required documents. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital.

CLOSING DATE : 14 February 2025

POST 04/67 : **MEDICAL OFFICER - FAMILY MEDICINE (SESSIONAL) REF NO: MRH/2025/04**
Directorate: Clinical

SALARY : Grade 1: R457. per hour
Grade 2: R521.per hour
Grade 3: R603.per hour

CENTRE REQUIREMENTS : Mamelodi Regional Hospital
: National Senior Certificate/Matric, MBCHB Degree that allows registration with HPCSA as a Medical Officer and current annual registration. **Grade 1:** No experience required after completion of Community Service and registration with HPCSA as a Medical Officer. **Grade 2:** A minimum of five years' experience after registration with HPCSA as a Medical Officer. **Grade 3:** A minimum of ten years' experience after registration with HPCSA as a Medical Officer. Ability to function independently and be part of a multi-disciplinary team. Successful applicant must be solution-oriented and have good decision-making skills. Advance Trauma Life Support training will be an added advantage. Basic medical knowledge in Family medicine outpatient management. Assist with the maintenance of standards of care and implementation of quality improvement programmes within the department.

DUTIES : Render inpatient and outpatient services in the disciplines. Provide critical care and treatment. Experience and courses attended in the relevant clinical fields will be an added advantage. Manage Orthopaedic and outpatient emergency. Provide training and supervision to Medical Interns and Students. Better utilisation of resources. Assist with the administrative activities of the department. Assist and participate in the research activities as defined within the department. Ensure compliance with the policies and protocols.

ENQUIRIES APPLICATIONS : Dr. L.B. Mapeshoane Tel No: (012) 841 8302

Must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032, Rethabile, 0122, hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital. Alternatively, applications can be emailed to: Applications.MRH@gauteng.gov.za

FOR ATTENTION NOTE : Recruitment & Selection Section Tel No: (012) 842 0961

Applications must be done on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, with detailed CV. Only shortlisted candidates will be requested to bring certified copies of the required documents. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital.

CLOSING DATE : 14 February 2025

POST 04/68 : **MEDICAL OFFICER (PSYCHIATRY) REF NO: MRH/2025/07**
Directorate: Clinical

SALARY : Grade 1: R457.per hour
Grade 2: R521 per hour
Grade 3: R603.per hour

CENTRE REQUIREMENTS : Mamelodi Regional Hospital

National Senior Certificate and MBChB/MBBCH Degree or appropriate qualification that allows current registration with HPCSA as a Medical Officer Diploma in Mental Health (will be an added advantage). **Grade 1** none experience required after registration with the HPCSA as Medical Officer. **Grade 2:** A minimum of 5 years' experience after registration with the HPCSA as Medical Officer. **Grade 3:** A minimum of 10 years' experience after registration with the HPCSA' as Medical Officer. Ability to function independently and be part of a multidisciplinary team. Applicant must solution-oriented and have good decision-making skills. Knowledge, Skills, Training and Competencies Required.

DUTIES : Provide in-patient and out-patient treatment of Psychiatric, and medical conditions in accordance with evidence based clinical protocols, guidelines, and relevant legislation (Mental Health Care Act 17 of 2002). Clinically assess patients' general physical condition, mental health and social status and formulate a differential diagnosis and ensure a clear management plan is in place and implemented for the patient. Collaborate with other healthcare professionals as part of the multidisciplinary team in ensuring holistic patient care, treatment, and rehabilitation. Ensure clear documentation of patient history, examination results, treatment plans, and patient clinical outcomes to mitigate clinical risk. Consult or refer to other healthcare professionals or/and appropriate levels of care and/or other healthcare professionals when necessary. Participate in onsite after-hours services (on-call services). Ensure that the rights, dignity, confidentiality, and privacy of patients are always maintained. Support and participate in quality improvement and patient safety initiatives. Identify the developmental needs of others and coach, mentor, or otherwise help others to improve their knowledge or skills. Engage in CPD activities and any other programs that support continuous learning, including providing clinical support, guidance and supervision of medical interns.

ENQUIRIES APPLICATIONS : Dr. LB Mapeshoane Tel No: (012) 841 8302

Must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032, Rethabile, 0122, hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital. Alternatively, applications can be emailed to: Applications.MRH@gauteng.gov.za

FOR ATTENTION NOTE : Recruitment and Selection Tel No: (012) 842 0961

Applications must be done on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, with detailed CV. Only shortlisted candidates will be requested to bring certified copies of the required documents. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. jobs are not for sale at Mamelodi Regional Hospital.

CLOSING DATE : 14 February 2025

<u>POST 04/69</u>	:	<u>CLINICAL PSYCHOLOGIST – SESSIONAL REF NO: MRH/2025/08</u> Directorate: Clinical
<u>SALARY</u>	:	Grade 1: R398.per hour Grade 2. R463 per hour Grade 3: R536 per hour
<u>CENTRE</u>	:	Mamelodi Regional Hospital
<u>REQUIREMENTS</u>	:	National Senior Certificate/Matric, Appropriate qualification that allows current registration with the health professions council of South Africa (HPCSA) as a clinical psychologist. Grade 1: no experience required after registration with HPCSA as a Psychologist in respect of RSA qualified employees who performed community service in the relevant profession as required in South Africa. Grade 2: Appropriate qualification that allows for registration with the relevant council/HPCSA and a minimum of 8 years appropriate experience. Grade 3: Appropriate qualification that allows for registration with the relevant council/HPCSA and a minimum of 12 years appropriate experience Extensive knowledge of relevant legislation policies. Ability to work independently and in a multidisciplinary context. Analytic thinking, independent decision making an problem solving skills. Relevant experience and courses in the EAP field may be an added advantage.
<u>DUTIE</u>	:	Ensure the rendering of a professional, integrated service by Employee Health and Wellness Programme (EHWP) to employees. Render psycho-diagnostic and psychotherapeutic services and interventions. Designing, managing and evaluating programmes aimed at alleviating psychological distress or psychiatric conditions. Conduct Organizational Diagnosis and team building initiatives as well as mental health initiatives. Take action to improve the mental well-being of employees and interventions to assist them with emotional, personal and work-related problem within the organisation. Develop wellness management programmes and conduct trainings to meet institutional goals. Market Psychological services and improving awareness on service offered within the organisation. Participate in health calendar events.
<u>ENQUIRIES</u>	:	Dr. E.B Mankge Tel No: (012) 841 8305
<u>APPLICATIONS</u>	:	Must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032, Rethabile, 0122, hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital. Alternatively, applications ca be emailed to: <u>Applications.MRH@gauteng.gov.za</u>
<u>FOR ATTENTION</u>	:	Recruitment and Selection Tel No: (012) 842 0961
<u>NOTE</u>	:	Applications must be done on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, with detailed CV. Only shortlisted candidates will be requested to bring certified copies of the required documents. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital.
<u>CLOSING DATE</u>	:	14 February 2025

DEPARTMENT OF ROADS AND TRANSPORT

<u>APPLICATIONS</u>	:	To apply for the below positions, please apply online at http://jobs.gauteng.gov.za Only online applications will be considered and for general enquiries please contact Human Resource on 083 324 0044/ 083 792 4851.
<u>CLOSING DATE</u>	:	14 February 2025
<u>NOTE</u>	:	In line with the Department's employments Equity Plan, Females and People with Disabilities are encouraged to apply. Applicants must utilise the most recent online Z83 application for employment form available online and complete the declaration as per the Regulation 10 of the Public Service Regulations, 2016, All fields in the New Z83 form, must be completed and declared online. Furthermore, a comprehensive Curriculum Vitae (CV) must also be attached. Failure to complete Z83 and upload the Curriculum Vitae (CV) will result in disqualification. Only shortlisted candidates will be requested to submit certified copies of qualifications not older than six (06) months, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job). It is our intention to promote representation (race, gender and disability) in the Public Service through the filling of this post and candidates whose transfer/promotion/appointment will promote representation will receive preference. It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept your application was unsuccessful.

OTHER POSTS

- POST 04/70** : **ADMINISTRATIVE SUPPORT AND CO-ORDINATION OFFICER REF NO: REFS/022066**
Branch: Office of The Executive Authority
- SALARY** : R849 702 – R1 000 908 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
- CENTRE REQUIREMENTS** : Johannesburg
A National Diploma (NQF 6) / Degree (equivalent to NQF 7). 3 years in Junior Management / Assistant Director level. Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio. Proven management competencies. Working knowledge of the political and parliamentary processes in South Africa. Computer literacy.
- DUTIES** : Develop, implement and maintain systems, registers and databases to monitor and manage the flow of documents to, from and within the office of the executive authority. Compile correspondence, submissions and cabinet memoranda as required. Study, edit and comment on submissions to be submitted to the executive authority for consideration. Manage the procurement and maintenance of equipment and administer the budget in the office of the executive authority. Manage logistical support in the office of the executive authority. Ensure that documents are classified in accordance with the MIS prescripts and are handled in accordance with their classification. Liaise with internal and external role players with regard to matters relating to the portfolio of the executive authority. This would, inter alia, entail the following: Render a Cabinet/executive council support service to the executive authority. This would, inter alia, entail the following: (i) Manage the distribution of memoranda to Cabinet/executive council members, (ii) Manage the distribution of documents and submissions to the relevant legislature and standing/portfolio committees, (iii) Keep record of decisions of Cabinet/executive council and alert the Chief of Staff and executive authority of actions to be taken and due dates. Human resources management.
- ENQUIRIES** : Ms. Mathapelo Makhetha Tel No: (011) 355 7521
- POST 04/71** : **REGISTRY CLERK REF NO: REFS/022065**
Branch: office of the executive authority
- SALARY** : R216 417 per annum (Level 05), (plus benefits)
- CENTRE REQUIREMENTS** : Johannesburg
A grade 12 certificate or equivalent. No experience required. Knowledge and Skills: Interpersonal relations, Flexibility and teamwork, computer, planning and organizing, good verbal and written communication skills.
- DUTIES** : Provide registry counter services, Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Handle incoming and outgoing correspondence by receiving all mail, sorting, registering and dispatching mails and distribute notices on registry issues. Render an effective filing and record management services by opening and closing files according to record classification system. Filing/storing, tracing (electronically/manually) and retrieval of documents and files and complete index cards for all files. Operate office machines in relation to the registry functions by opening and maintaining Franking machine register. Frank post, record money and update register daily. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open & maintain remittance register. Record all valuable articles as prescribed in the remittance register. Registry Clerk Production by handing delivers and signing over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of number of letters franked. Process documents for archiving and/ disposal by electronic scanning of files, sorting and packaging files for archives and distribution, compiling list of documents to be archived and submit to the supervisor and keeping records for archived documents.
- ENQUIRIES** : Ms. Mathapelo Makhetha Tel No: (011) 355 7521
- POST 04/72** : **DRIVER/ MESSENGER REF NO: REFS/022069**
Branch: Office Of the Executive Authority
- SALARY** : R183 279 per annum (Level 04), (plus benefits)
- CENTRE REQUIREMENTS** : Johannesburg
Grade 10 or equivalent qualification with at least 1-year relevant experience. A valid Driver's License is essential. Ability to handle confidential information. Good telephone etiquette. Interpersonal and communication skills (written and Verbal).
- DUTIES** : Drive light and medium vehicle to transport passengers and items (mail and documents). Conduct routine maintenance on the allocated vehicle and report defects. Complete all the prescribe records and logbooks with regards to the vehicle and goods. Render a clerical support/messenger services in the office. Collect and deliver documentation and related items in the

Department. Copy, package documents to be scan, bind and fax documents. Keep records of delivered items or goods.

ENQUIRIES : Ms. Mathapelo Makhetha Tel No: (011) 355 7521

POST 04/73 : **FOOD SERVICE AID REF NO: REFS/022067**
Branch: Office Of the Executive Authority

SALARY : R131 265 per annum (Level 02), (plus benefits)
CENTRE : Johannesburg

REQUIREMENTS : NQF level 1 or (Abet level 4 certificate or equivalent). No working experience is required.
DUTIES : Clean kitchen utensils and equipment. Provide catering support services. Keep stock of kitchen utensils and equipment. Apply hygiene and safety measures. Maintain quality control measures of all food provided. Removal of garbage disposal. Prepare food, snack and beverages (water, tea, coffee, milk, sugar and cold drinks). Setup and convey crockery, cutlery and equipment to dining areas. Serve food and beverages. Responsible for food supplies and report waste and losses

ENQUIRIES : Ms. Mathapelo Makhetha Tel No: (011) 355 7521

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF COMMUNITY SAFETY AND LIAISON**

- APPLICATIONS** : With the implementation of the online recruitment system, applicants for any vacant post within the Province of KwaZulu-Natal may apply for a post in the following ways: -a) via the S'thesha Waya Waya - KZN Online recruitment portal at (<https://www.eservices.gov.za>) or by submitting by post their Z83 and CV directly to the department to The Head: Community Safety and Liaison, Human Resource Management, Private Bag X9143, Pietermaritzburg, 3200, or hand delivered to 179 Jabu Ndlovu Street, Pietermaritzburg.
- FOR ATTENTION** : Ms. S.S Ngcobo
- CLOSING DATE** : 21 February 2024
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae (Only shortlisted candidates will be required to submit certified qualifications, all non-SA citizens must submit a copy of proof of permanent residence in South Africa on or before the day of the interviews). Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to (1) a technical exercise; (2) integrity assessment and (3) personnel suitability checks on criminal records, citizen verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. For SMS posts following the interview and technical exercise, the selection committee will recommend candidates to attend generic managerial competencies using the mandated Department of Public Service and Administration (DPSA) SMS competency assessment tools prior to submitting a recommendation for appointment to the Executive Authority. Prior to appointment, a candidate will be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services which is an online course offered by the National School of Government (NSG). The course is under the name Certificate for entry into the SMS and the full details can be sourced from the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. The successful candidate will be required to complete such prior to appointment. All personal data on applications will be dealt with in terms of the provisions of the Protection of Personal Information Act, 2013.

MANAGEMENT ECHELON

- POST 04/74** : **CHIEF FINANCIAL OFFICER REF NO: CSL07/2025**
- SALARY** : R1 216 824 per annum is payable to the successful, (An all-inclusive remuneration package) candidate. The package includes a basic salary (70 % of package) and a flexible portion (30% of package) that may be structured in terms of the applicable rules. The successful candidate will be subject to security clearance and the signing of a performance agreement within three months of appointment.
- CENTRE** : Pietermaritzburg
- REQUIREMENTS** : A Degree (NQF level 7) or higher qualification in Financial Management/ Accounting or Financial Accounting or equivalent qualification with a minimum of 5 years of experience at a middle/senior managerial level. A valid driver's license. Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government (NSG) prior to appointment. A chartered Accountants (South Africa) qualification will be an added advantage. Applicants must be prepared to work extended hours. Knowledge of the Constitution of RSA, 1996, High degree of knowledge of the PFMA, Treasury Regulations and associated practice notes, Knowledge of Public Service Act and Regulations, HR systems including "Persal", National Crime Prevention Strategy, 1996, KZN Commissions Act,1999, Employment Equity Act,1998, Skills Development Act,1998, Promotion of Administrative Justice Act,2000, Promotions of Access to Information Act,2000, Electronic Communications & Transactions Act, 2002, State Information Technology Agency Act,1999, Labour Relations Act,1995, Communication and protocol, Service Delivery and Service Level Agreements, Supply Chain Management Procedures.
- DUTIES** : Manage and facilitate the provision of Financial and Supply Chain Management within the Department. Manage the implementation and maintenance of effective Budget Control services within the Department. Manage the implementation and maintenance of an effective financial management and accounting system. Manage and provide supply chain and asset management services. Manage Financial Planning and Resource Funding. Manage the effective and efficient utilization of resources.
- ENQUIRIES** : Ms. B.F N Makhanya Tel No: (033) 341 9300

OTHER POSTS

- POST 04/75** : **DISTRICT COORDINATOR REF NO: CSL08/2025**
- SALARY** : R1 003 890 per annum is payable to the successful, (An all-inclusive remuneration package) candidate. The package includes a basic salary (70 % of package) and a flexible portion (30% of

package) that may be structured in terms of the applicable rules. The successful candidate will be subject to security clearance and the signing of a performance agreement within three months of appointment.

CENTRE REQUIREMENTS : Stanger
: A National Diploma (NQF level 6) or higher in Social / Police Science or relevant / equivalent qualification with a minimum of 3 years junior management experience in crime prevention. A valid driver's license. Applicants must be prepared to work extended hours. Knowledge of the Constitution of RSA, 1996, Knowledge of public service Act and regulations, PFMA, South African Police Act,1995, National Crime Prevention Strategy, 1996, KZN Commissions Act,1999, Domestic Violence Act,1998, Child Care Act,1983, Criminal Procedure Act,1977, Employment Equity Act,1998, Skills Development Act,1998, Promotion of Administrative Justice Act,2000, Promotions of Access to Information Act,2000, Electronic Communications & Transactions Act, 2002, State Information Technology Agency Act,1999, National Youth Development Agency Act, 2008, Civilian Secretariat for Police Service Act,2011, Fleet management, Labour Relations Act,1995, Communication and protocol, Communication skills, Project management skills, Report writing skills, Computer Skills, Financial Management skills, Conflict Resolution skills.

DUTIES : To monitor and evaluate the performance of police stations and promote community partnerships within the districts. Develop an integrated, effective and efficient policing system for the district. Develop monitoring and evaluation mechanism of police performance in the district. Coordinate functional initiatives to allow for integrated police service delivery. Monitor indicators which measure the impact of policing to positively impact on police practices in the district. Coordinate the management of crime prevention in the district. Ensure effective management of resources for the district.

ENQUIRIES : Ms S.N Chamane Tel No: (033) 341 9300

POST 04/76 : **ASSISTANT DIRECTOR: CRIME PREVENTION AND PARTNERSHIPS REF NO: CSL09/2025**

SALARY : R552 081 per annum (Level 10)
CENTRE : Ulundi
REQUIREMENTS : The ideal candidate must be in possession of 3-year National Diploma (NQF level 6) or higher in Social / Police Science or relevant / equivalent qualification, together with a minimum of 3 years appropriate experience in crime prevention and a valid driver's license. Applicants must be prepared to work extended hours. The successful candidate must have knowledge of the Constitution, Public Service Act and Regulations, PFMA, Civilian Oversight Act, SAPS Act, Knowledge of Domestic Violence Act, Project Management, Crime Prevention Policies, Communication skills, Project management skills, Report writing skills, Computer skills, Financial Management skills, Conflict Resolution skills.

DUTIES : The successful candidate will be required to promote community police relations and community safety structures and implement safety models and initiatives for the district. Develop and maintain community policing forums, community safety forums and community crime prevention partnerships and associations. Implement community safety models and initiatives in the district. Strengthen partnership with the Civil Society Organisations in the prevention and management of crime prevention in the district. Coordinate inter-departmental partnerships to implement interventions in policing priorities.

ENQUIRIES : Dr. A.K Mtshali Tel No: (035) 870 8600

POST 04/77 : **PERSONAL ASSISTANT: OFFICE OF THE HEAD: PROVINCIAL SECRETARIAT FOR POLICE REF NO: CSL10/2025**

SALARY : R308 154 per annum
CENTRE : Pietermaritzburg
REQUIREMENTS : A National Diploma (NQF level 6) or higher in Secretarial Studies or Office Management together with a minimum of 1-year relevant experience. A valid driver's license. Applicants must be prepared to work extended hours. Knowledge: Public Service Act, Regulations, Departmental Policies, Understanding SCM practices in the Public Service, Public Service, reporting procedures and work environment, Computer based SCM Control systems, Understanding of all prescripts, practices and procedures, Application of policies/legislation, Problem solving and analytical thinking, Planning and co-ordination, Computer skills. (MS Word, Ms Excel, Ms PowerPoint, Ms Access), SCM practices, Team building, Communication (verbal, written and networking).

DUTIES : Provide secretarial and administrative support to the Head: Provincial Secretary for Police Service. Manage the administrative functions of the unit. Manage all travel and accommodation arrangements. Ensure accurate administration of financial, stationery and procurement functions of the section. Manage the assets and maintenance of equipment.

ENQUIRIES : Mr. S.S Kunene Tel No: (033) 341 9300

POST 04/78 : **STATE ACCOUNTANT: BAS SYSTEM CONTROLLER REF NO: CSL11/2025**

SALARY : R308 154 per annum
CENTRE : Pietermaritzburg

- REQUIREMENTS** : A National Diploma (NQF level 6) or higher in Finance or equivalent with a minimum of 1-year relevant experience in Financial systems – Basic Accounting System (BAS). A valid driver's license. Applicants must be prepared to work extended hours. Basis Accounting System, PFMA, Treasury Regulations and Practice Notes, Knowledge and insight of the Public Service financial legislations, Procedures and Treasure regulations (PFMA, DORA, PSA, PPPFA, GAAP, Financial Manual), Knowledge of financial operating systems (PERSAL, BAS, LOGIS, SCOA etc.), Computer Literacy, Communication, Financial Accounting, Team development, Problem solving.
- DUTIES** : To provide support for the effective utilization of BAS to enable BAS users to execute their functions effectively. Maintain financial systems (BAS) of the department. Investigate and monitor trial balance accounts. Clear suspense Accounts and Exceptions. Perform voucher control functions. Draw and report on financial transactions on a monthly basis.
- ENQUIRIES** : Ms. N.C Ntuli, Tel No: (033) 341 9300

DERPARTMENT OF EDUCATION

Preference will be given to persons from designated groups including persons with disabilities. The Provincial Department of Education: KwaZulu-Natal is an equal opportunity affirmative action employer.

- APPLICATIONS** : Should be sent by post for the attention of: Mr. P.B.V. Ngidi the Directorate: Human Resource Services KwaZulu-Natal Department of Education, Private Bag X9137, Pietermaritzburg, 3200. Applications may also be hand delivered to Head Office, Office No. 203A, 228 Pieter Maritz Street, Pietermaritzburg, 3201. Applications can also be Emailed to: Kznhrrecruitment@kzndoe.gov.za

- CLOSING DATE** : 14 February 2025
- NOTE** : Directive to Applicants: Application must be made on the new Application Form for employment (Z83) obtainable from any Public Service Department accompanied by a detailed CV with full particulars of training, qualifications, skills, competencies, knowledge, and experience. Closing date for this circular is 14 February 2025 unless otherwise stated. Please ensure that you clearly state the full post description and the relevant Post Reference number on your application. Applicants requiring additional information regarding an advertised post must direct their enquiries to the person whose name appears under the post enquiries. Applications should be forwarded in time to the relevant address so as to reach this office on or before the closing date. Applications received after the closing date will not be accepted. Shortlisted candidates will be required to submit a certified copy of their ID document, a valid driver's licence (if specified as a job requirements), as well as the relevant educational qualifications, on or before the day of the interview. Applicants who possess (a) foreign qualification(s), must also submit the evaluated results of such qualifications, as received from the South African Qualification Authority (SAQA). If applicants do not hear from this office within three months after the closing date of this circular, they must consider their application as unsuccessful. Application that does not comply with the above instructions shall be disqualified. Applicants whose appointment will assist in improving the Department's Employment Equity Profile will be considered favourably (e.g., Disabled, woman and youth). Note: The requirements for the appointment at Senior Management Services level will be the completion of the Senior Management Pre- entry programme as endorsed by the National School of Government. The /SMS-pre-entry-certificate obtained from National School of Government is required for all SMS applicants in addition all SMS posts is subject to a positive security clearance, verification of educational qualifications and the signing of performance agreements. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the Selection Committee will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of Competency Based Assessments). The Competency Based Assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools.

MANAGEMENT ECHELON

- POST 04/79** : **CHIEF FINANCIAL OFFICER REF NO: DOE/01/2025**
Branch: Finance

- SALARY** : R1 741 770 per annum (Level 15)
- CENTRE** : Pietermaritzburg, Head Office
- REQUIREMENTS** : An appropriate postgraduate qualification (NQF level 8) as recognised by South African Qualifications Authority (SAQA) in Financial Management/Accounting. Admission as a Chartered Accountant will serve as an advantage to candidates. 8 years of experience at a senior managerial level in the financial management environment, inclusive of a minimum of 5 years at the level of the Chief Director/General Manager or equivalent level. Valid Drivers licence. Competencies: Advanced financial analytical skills and extensive knowledge of the financial prescripts of the Public Service, costing methodologies and performance measurement. Support management decision making through the Development of strategic planning information. Provide financial information for planning and decision making by studying past, present and anticipated financial conditions, recommending courses of action. Provide immediate financial

information for planning decision making and recommend course of where tight deadlines apply. Maintain financial database by identifying sources of information assembling and verifying data. Complete audit and accounting by maintaining accounting controls, reconciling financial reports, maintaining financial security. Develop understanding of financial situation by performing quantitative analysis. Answer accounting procedure questions by researching and interpreting accounting policies and regulations. Knowledge of PFMA.

DUTIES

: Develop and maintain the effective, efficient, and transparent systems of risk management and internal control, an appropriate procurement and provisioning system that is fair equitable, transparent, competitive, and cost effective. Develop plan and manage budgetary processes of the Department in compliance with prescribed prescripts, Treasury regulations. Monitor financial spending of the Department and advise the Accounting officer. Establish a system to properly evaluate all major capital projects prior to a final decision on the project. Take effective and appropriate steps to prevent unauthorized, irregular, fruitless, wasteful expenditure and losses resulting from criminal conduct. Formulate creative solutions to enhance cost effectiveness and efficiency in the delivery of education and administration. Plan and compile the budget of the department in accordance with treasury prescripts. Ensure that expenditure is in accordance with the vote of the department through the establishment and maintenance of accounting and personnel records. Administration of service contracts, take responsibility for short- and long-term financial forecasting for the department. Prepare monthly, quarterly, and annually financial reports for presentation to relevant oversight bodies, Interim and annual financial statements for each year in accordance with the general recognized Accounting Practices. Compile annual financial reports in consultations with line managers. Enforce compliance with tax, levy and audit commitments as may be required by legislation. Manage and safeguard assets and liabilities within provision of the PFMA. Manage and administering conditional grants to the department and transferring payments to the Departments. Ensuring that the government and non-government recipients have appropriate financial management and control systems in place. Liaising with Provincial Treasury, Provincial Auditor, Public Accounts Committee, Education Portfolio Committee, and other role players in the Educational Environment.

ENQUIRIES

: Mr PBV Ngidi Tel No: (033) 846 5533

DEPARTMENT OF TRANSPORT

The Provincial Administration of KwaZulu-Natal is an equal opportunity affirmative action employer

APPLICATIONS

: Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applicants may also visit any one of our Designated Online Application Centres (DOACs) where our friendly staff will assist you with applying for jobs on the KZN online e-Recruitment system or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs. Please note that applicants should only use one of the following methods when applying for a post: either through the online e-Recruitment system or submit a hardcopy application as directed. Forward your application, quoting the relevant reference number to: Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applications may alternatively be hand-delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg.

**FOR ATTENTION
CLOSING DATE**

: Mr B Hornsby
: 14 February 2025 (at 16h00). Applications received after the closing date and time will not be considered.

NOTE

: Applications must be submitted on the NEW Application for Employment Form, Z83 (obtainable on the internet at www.dpsa.gov.za-vacancies). In terms of DPSA circular 19 of 2022, applicants are advised that part A, B C & D of the new Z83 form must be completed in full. Part E, F & G: noting that there is limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. The questions related to conditions that prevent re-appointment under Part F must be answered, and the application should be initialled, dated and signed. Should an application be received using the incorrect application for employment (Z83) or the application is not completed in accordance with DPSA circular 19 of 2022, such application will not be considered. The completed and signed Z83 must be accompanied by a detailed CV. Dates of starting and leaving employment must be given as DD/MM/YYYY. Kindly take note that only shortlisted candidates will be required to provide certified copies of required documents on or before the date of the interviews following communication from Human Resources. Failure to comply with these instructions will lead to applications being disqualified. Should an applicant wish to apply for more than one post, separate applications must be submitted for each post applied for. Non-RSA Citizens/Permanent Resident Permit holders must provide a copy of their Permanent Residence Permits if shortlisted for an interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such if shortlisted for an interview. Under no circumstances will faxed applications be accepted. Receipt of applications will not be acknowledged due to the volume of applications, and should you not receive an invitation to attend an interview within three (3) months of the closing date applicants should assume that their application was unsuccessful. Please note that where experience is a requirement for the post, the successful candidate will be required to submit

documentary proof of such work experience prior to assuming duty. A personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification) will be conducted prior to employment. Prior to appointment being made to an SMS post, the appointee must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. The Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours. Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department of Transport reserves the right not to fill the advertised post(s) at any stage of the recruitment process.

: **ERRATUM:** Provincial Administration: KwaZulu-Natal Department of Transport: Kindly note that the post of Assistant Director: Employee Health & Wellness with Ref No: DOT 07/2025, advertised in Public Service Vacancy Circular 02 dated 17 January 2025, has been withdrawn. Applicants who applied previously and who still wish to be considered are at liberty to re-apply as the post will be re-advertised within this circular. Kindly also note that the post of Road Work Superintendent: Technology Transfer Centre with Ref No: DOT 09/2025, advertised in Public Service Vacancy Circular 02 dated 17 January 2025, has been withdrawn.

OTHER POST

POST 04/80 : **ASSISTANT DIRECTOR: EMPLOYEE HEALTH & WELLNESS PROGRAMME REF NO: DOT 278/2025 (X1 POST)**

Kindly note that this is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.

SALARY CENTRE REQUIREMENTS

: R444 036 per annum (Level 09)
 : Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
 : An undergraduate qualification in Psychology or Social Work (NQF level 6 or higher); plus A minimum of 3 years' supervisory experience in a Human Resource environment; plus A valid driver's licence (minimum Code B). Knowledge, Skills and Competencies Required: Knowledge of Employee Health and Wellness Strategic Framework for the Public Service. Knowledge on how to provide an EHW and HIV/AIDS and TB consultation service. Knowledge on how to provide guidance regarding the execution of the EHW services. Knowledge on how to co-ordinate EHW and HIV/AIDS training workshops, presentations, etc. Knowledge on how to establish the departmental EHW committee. Knowledge on how to maintain statistics. Knowledge on how to prepare necessary reports. Knowledge on how to empower staff within the component. Excellent interpersonal and communication skills. Counselling skills. Analytical and listening skills. Teamwork and motivational skills. Problem solving, decision making and conflict management skills. Ability to self-manage and work independently. High level of confidentiality and professionalism. Leadership and planning skills. Ability to research, interpret and apply policies and procedures. The ideal candidate should be non-judgemental, have empathy, assertiveness and confidence. He/she should also be self-driven and reliable, an independent thinker, objective and have the ability to work as part of a team.

DUTIES

: Provide professional counselling, assessment and referral services of employees within the Department, and to external service providers. Market and provide training to all employees with regards to how the programme works and its services. Assisting with the development and implementation of employee wellbeing policies and procedures and ensuring compliance with all relevant legal requirements. Monitor and evaluate the effectiveness of the programme and its services within the Department. Forge partnerships within the Department and with important stakeholders outside by maintaining good relationships with other departments, organizations and other offices who may provide assistance in respect of Health and Wellness, HIV/AIDS and TB programmes. Ensure efficient management of human and non-human resources within the component.

ENQUIRIES APPLICATIONS

: Mr N Zondi Tel No: (033) 355 8653
 : Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs.

NOTE

: It is the intention of this Department to consider equity targets when filling this position.

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF HEALTH**

This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.

CLOSING DATE : 14 February 2025

NOTE : Applications must be submitted on the new prescribed application form Z83 obtainable from any Public Service Department or any Public Service Administration website. The fully completed and signed Z83 should be accompanied by a detailed/comprehensive Curriculum Vitae, indicating positions held, dates and key performance responsibilities. Only short-listed candidates will be required to submit certified copies of their qualifications and relevant documents on or before the day of the interview proceedings following communication from the Human Resource Management Recruitment and Selection Unit. Failure to submit the requested documents or information will result in your application not being considered. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representivity in line with the numerical targets as contained in our Employment Equity Plan. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The request for certified documents will be limited to shortlisted candidates. The Human Resource Administration of the Department will inform shortlisted candidate for a post to submit certified documents on or before the day of the interview. Should an applicant wish to apply for more than one post, separate applications must be submitted for all posts.

OTHER POSTS

POST 04/81 : **DEPUTY MANAGER: PHARMACEUTICAL SERVICES REF NO: NCDOH 39/2025 (X1 POST)**

SALARY : R1 182 183 per annum (all-inclusive package, OSD)

CENTRE : Pharmaceutical Services Unit, Dr Arthur Letele Medical Depot, Kimberley

REQUIREMENTS : Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Appropriate/recognizable minimum experience of 7 years' after registration as a Pharmacist with South African Pharmacy Council. A valid driver's licence. Willingness to travel. 4 years' managerial experience will serve as an added advantage. Skills Profile: Knowledge of National Drug Policy, Essential Drugs programme and National and Provincial treatment guidelines and rational Medicines Use practices. Knowledge of the regulations of the Pharmacy Act, PFMA, Basic Conditions of Employment Act. Knowledge of Good Pharmacy Practice, Good Warehouse Practice and Good Distribution Practice. Sound project management, research, writing, presentation, statistical and financial skills. Extensive managerial experience. Good communication, organisational and interpersonal skills. Ability to work in a team. Computer literacy.

DUTIES : Develop and implement Pharmaceutical Services policies and procedures in line with Provincial objectives. Determination, facilitation and implementation of amendments to National Policies in order to comply with these policies at facilities, through support visits and provisioning of guidelines as prescribed in Good Pharmacy Practice, National Core Standards and Pharmacy Norms and standards. Coordinate the functioning and existence of the Provincial Pharmaceutical and Therapeutic Committee as well as rendering a support function to the various District/Hospital PTC's. Develop and maintain a Provincial Formulary based on the EDL to ensure the rational use of medicines. Advice and recommend on the Pharmaceutical medicine budget and medicine supply management. Monitor and evaluate the availability of medicines in the province. Monitor and evaluate compliance/adherence to the statutory bodies e.g. SA Pharmacy Council and Medicine Control Council. Identify, coordinate and facilitate pharmacy related training for Pharmacy personnel as required in the Pharmacy Act. Compile and submit reports to the National Department of Health on Pharmaceutical Services related queries if and when requested.

ENQUIRIES : Mr GM Mentoor Tel No: (053) 830 2700

APPLICATIONS : Please note applications can be hand delivered to the James Exum Building , Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed at nchealthhr@ncpg.gov.za. Applicants must complete an application register when an application is hand delivered.

POST 04/82 : **DEPUTY MANGER NURSING: WOMENS HEALTH, ADOLESCENT, YOUTH, GENETICS PROGRAMME REF NO: NCDOH 40/2025**

SALARY : R974 493 per annum, (TCE Package)

<u>CENTRE REQUIREMENTS</u>	:	Provincial Office, Kimberley
	:	A basic R425 qualification diploma/degree that allows registration with SANC as a Professional Nurse. Registration with the SANC as Professional Nurse. A Valid Driver's Licence is required. Experience: A minimum of 9 years' appropriate/recognisable, experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 4 years of the period referred to above must be appropriate recognisable experience at managerial level. Job Purpose: Coordinate and provide technical support to ensure quality, integrated and comprehensive Sexual and Reproductive Health (SRH), Adolescents & Youth services and genetics in the context of human rights aligned to evidence based policies, towards reduction of neonatal and maternal morbidity and mortality.
<u>DUTIES</u>	:	Coordinate and provide technical support to ensure quality, integrated and comprehensive Sexual and Reproductive Health (SRH), Adolescents & Youth services and genetics in the context of human rights aligned to evidence based policies, towards reduction of neonatal and maternal morbidity and mortality. Coordinate Sexual and Reproductive Health, Adolescents & Youth Programmes and Genetics. Expansion of access to comprehensive Adolescent & Youth, and SRHR, CTOP, Genetics services, breast and cervical cancer screening. Skills and development of staff on SRHR, Adolescent & Youth and Genetics. Collaboration with external stakeholders. Participation in sectoral/partnership meetings, workshops. Attend and report to the OTP and Social Cluster to keep stakeholders abreast on the AYP health services performance. Public health education and awareness campaigns conducted and supported. Good interprovincial relations for smooth implementation of genetics programme. Monitoring and evaluation of performance indicators. NDOH standardized data collection tools supported. Monitoring and evaluation of performance indicators.
<u>ENQUIRIES</u>	:	Ms Z. Kiti Tel No: (053) 8300 634
<u>POST 04/83</u>	:	<u>PHARMACIST REF NO: NCDOH 41/2025 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R804 609 per annum, (all-inclusive package) Grade 2: R869 796 per annum, (all-inclusive package) Grade 3: R949 146 per annum, (all-inclusive package) (depending on years of experience)
<u>CENTRE REQUIREMENTS</u>	:	Pharmaceutical Services Unit, Dr Arthur Letele Medical Depot, Kimberley
	:	Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with the SAPC as a Pharmacist. Appropriate/recognizable experience after registration as a Pharmacist with South African Pharmacy Council. Knowledge of Provincial and National Health policies and all relevant legislation. A valid B (08) driver's licence is an inherent requirement. Requirements: Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with the Professions Council: Registration with the SAPC as a Pharmacist. Experience: Grade 1: None after registration as Pharmacist with the SAPC in respect of SA qualified employees. 1-year relevant experience after registration as Pharmacist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience after registration as a Pharmacist with the SAPC in respect of SA qualified employees. 6 years' relevant experience after registration as Pharmacist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 13 years' relevant experience after registration as Pharmacist with the SAPC in respect of SA qualified employees. 14 years' relevant experience after registration as Pharmacist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Skills Profile: Sound knowledge of legislation such as National Health Act, National Drug Policy, Pharmacy Act, Medicines and Related Substance Act, Public Finance Management Act, Public Service Act and related regulations and policies; Appropriate theoretical and clinical knowledge; Medicine supply management; Good Pharmacy Practice, Good warehouse practice, Good distribution practice. Computer literacy i.e. MS Word, Excel, Power point. Excellent analytical, research, report writing and presentation skills. Ability to work in a team and under pressure.
<u>DUTIES</u>	:	Coordinate the supply of pharmaceutical items to the districts. Stock Management and control. Interact with various District Pharmacists and Facility Managers on Pharmaceutical related issues and reporting. Adherence to the Good Wholesale Practice in the Warehouse. Identify initiatives to improve and monitor stock availability. Manage the CCMDD Program.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms HM Bothma Tel No: (053) 830 2700
	:	Please note applications can be hand delivered to the James Exum Building , Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed at nchealthhr@ncpg.gov.za . Applicants must complete an application register when an application is hand delivered.
<u>POST 04/84</u>	:	<u>HEAD OF DEPARTMENT REF NO: NCDOH 42/2025 (X1 POST)</u>
<u>SALARY</u>	:	R676 068 per annum

<u>CENTRE</u>	:	Head of Department (Henrietta Stockdale Nursing College)
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse. Post basic qualification in Nursing Education registered with the SANC. Registration with SANC in Nursing Administration. A Master's in Nursing will be an added advantage. Experience: A minimum of 9 years of appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience in Nursing Education after obtaining the 1-year post-basic qualification in Nursing.
<u>DUTIES</u>	:	Co-ordinate the provision of education and training of student nurses. Manage clinical learning exposure to students between college and clinical areas. Develop and ensure implementation of quality assurance programs. Collaborate with other stakeholders and build a sound relationship within the department. Supervise staff.
<u>ENQUIRIES</u>	:	Dr OR Appolus Tel No: (053) 831 3707
<u>APPLICATIONS</u>	:	Applications must be e-mailed to info.hsnc@gmail.com or hand-delivered front reception of Henrietta Stockdale Nursing College at Corner Memorial Road and Du Toitspan, Belgravia Kimberley. Applicants must complete an application register when an application is hand-delivered.
<u>POST 04/85</u>	:	<u>OPERATIONAL MANAGER (PRIMARY HEALTH CARE REF NO: NCDOH 43/2025 (X1 POST)</u>
<u>SALARY</u>	:	R656 964 per annum
<u>CENTRE</u>	:	Augrabies Clinic, ZF Mgcau District
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse. Post basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. Experience: Grade 1: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post basic qualification in the relevant speciality.
<u>DUTIES</u>	:	Provision of quality comprehensive community health care, Provision of administrative services, Provision of educational services, Provision of clinical services, Usage of equipment and machinery, Research responsibility.
<u>ENQUIRIES</u>	:	Mr. F. van Neel Tel No: (054) 337 0600
<u>APPLICATIONS</u>	:	Applications must be e-mailed to nchealthhr-zfm@ncpg.gov.za or be hand delivered to 110 Schroder Street, ZF Mgcau District Office (Old Gordonia Hospital), Upington or couriered via postal services to 110 Schroder Street (Old Gordonia Hospital) Private Bag X5900, Upington, 8801. Applicants must complete an application register when an application is hand delivered.
<u>POST 04/86</u>	:	<u>LECTURER REF NO: NCDOH 44/2025 (X1 POST)</u>
<u>SALARY</u>	:	Grade1: R451 533 - R530 376 per annum Grade 2: R553 545 – R726 717 per annum
<u>CENTRE</u>	:	Henrietta Stockdale Nursing College
<u>REQUIREMENTS</u>	:	Basic R425 qualifications (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse. Post basic qualification in Nursing Education registered with the SANC. Registration with the SANC in Nursing Administration. A Master's in Nursing will be an added advantage. Experience: Grade 1: A minimum of 4 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognisable experience in Nursing Education after obtaining the 1- year post-basic qualification in Nursing Education.
<u>DUTIES</u>	:	Provide education and training to student nurses. Co-ordinate clinical learning exposure to students between college and clinical areas. Implement assessment strategies to determine learner's competencies. Exercise control over students. Support the mission and promote the image of the college
<u>ENQUIRIES</u>	:	Dr OR Appolus Tel No: (053) 831 3707
<u>APPLICATIONS</u>	:	Applications must be e-mailed to info.hsnc@gmail.com or hand-delivered front reception of Henrietta Stockdale Nursing College at Corner Memorial Road and Du Toitspan, Belgravia Kimberley. Applicants must complete an application register when an application is hand-delivered.
<u>POST 04/87</u>	:	<u>OPTOMETRIST GRADE 1-3 REF NO: NCDOH 45/2025 (X1 POST)</u>
<u>SALARY</u>	:	Grade: 1 R376 524 per annum Grade 2: R439 755 per annum Grade 3: R514 785 per annum
<u>CENTRE</u>	:	ZF Mgcau District Office

<u>REQUIREMENTS</u>	:	Appropriate qualification that allows for the required registration with the HPCSA as an Optometrist. Registration with the HPCSA as an Optometrist. Experience: Grade 1: None after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the Health Professional Council of South Africa (HPCSA). Grade 2: Minimum of 10 years' experience after registration with the Health Professional Council (HPCSA) in the relevant profession in respect of RSA qualified employees who performed Community Service as required in South Africa. Grade 3: Minimum of 20 years' experience after registration with the Health Professional Council (HPCSA) in the relevant profession in respect of RSA qualified employees who performed Community Service as required in South Africa.
<u>DUTIES</u>	:	To coordinate the implementation and monitoring of optometric eye care activities and services in the district, aimed at improving eye health and the elimination of avoidable visual impairment and blindness. Coordinate and monitor optometric care activities in the district, improve refractive error services in the district, promote eye health in the district. Improve the quality of refractive services in the district. Participate in district Awareness Campaign and in the Integrated School Health Programme according to scope of practice. Report monthly statistics. Participate in the procurement and issuing of spectacles / assistive optical devices. Examination, diagnosing and management of eye conditions as per Optometry scope of practices. Adherence to PMDS. Exercise safeguarding of all assistive optical devices, consumables and equipment's. Collaborate with stakeholders in eye care service delivery. Participate in the training of School health nurses and Primary Health Care nurses. Visit different Hospitals in the district to render Mass Refraction according to itinerary / District Eye Programme plan. Perform any other duties as delegated by the supervisor.
<u>ENQUIRIES</u>	:	Mr. F. van Neel Tel No: (054) 337 0600
<u>APPLICATIONS</u>	:	Applications must be e-mailed to nchealthhr-zfm@ncpg.gov.za or be hand delivered to 110 Schroder Street, ZF Mgcawu District Office (Old Gordonia Hospital), Upington or couriered via postal services to 110 Schroder Street (Old Gordonia Hospital) Private Bag X5900, Upington, 8801. Applicants must complete an application register when an application is hand delivered.
<u>POST 04/88</u>	:	<u>PROFESSIONAL NURSES (GENERAL NURSING) REF NO: NCDOH 46/2025 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R307 473 – R356 832 per annum Grade 2: R375 480 – R435 759 per annum Grade 3: R451 533 – R570 273 per annum
<u>CENTRE</u>	:	Marchand Clinic, Rietfontein CHC, ZF Mgcawu Health District
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse, Registration with the SANC as Professional Nurse. Experience: Grade 1: None, Grade 2: A minimum of 10 years' experience appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing, Grade 3: A minimum of 20 years' experience appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing Skills Profile: Good Communication skills, Report writing skills Facilitation skills, Co-ordination skills, Liaison skills, Networking skills, Problem solving skills, Information Management, Knowledge Management, Planning & Organising, Computer Literacy.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care, Implement standards, practices, criteria and indicators for quality nursing (quality of practice), Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care, Maintain a constructive working relationship with nursing and other stakeholders, Utilize human, material and physical resources efficiently and effectively.
<u>ENQUIRIES</u>	:	Mr. F. van Neel Tel No: (054) 337 0600
<u>APPLICATIONS</u>	:	Applications must be e-mailed to nchealthhr-zfm@ncpg.gov.za , hand delivered at 52 Schroder Street, (Old Gordonia Hospital) ZF Mgcawu District Office, Upington. All applicants must complete an application register when an application is hand delivered
<u>POST 04/89</u>	:	<u>NURSING ASSISTANT (NURSING AUXILIARY) REF NO: NCDOH 47/2025 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R165 177 per annum Grade 2: R192 675 per annum Grade 3: R227 070 per annum
<u>CENTRE</u>	:	Kenhardt CHC, Louisevale Clinic, ZF Mgcawu District
<u>REQUIREMENTS</u>	:	Qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Nursing Assistant, Registration with the SANC as Nursing Assistant. Experience: Grade 1: None. Grade 2: A minimum of 10 years' experience after registration with the SANC as a nursing assistant, Grade 3: A minimum of 20 years of experience after registration with the SANC as Nursing Assistant.
<u>DUTIES</u>	:	Assist patients with activities of daily living (physical care), Provide elementary clinical nursing care, Maintain professional growth/ethical standards and self- development.
<u>ENQUIRIES</u>	:	Mr. F. van Neel Tel No: (054) 337 0600
<u>APPLICATIONS</u>	:	Applications must be e-mailed to nchealthhr-zfm@ncpg.gov.za or be hand delivered to 110 Schroder Street, ZF Mgcawu District Office (Old Gordonia Hospital), Upington or couriered via

postal services to 110 Schroder Street (Old Gordonia Hospital) Private Bag X5900, Uppington, 8801. Applicants must complete an application register when an application is hand delivered.

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF HEALTH AND WELLNESS**

In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

NOTE : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.
ERRATUM: Kindly note that the advert for the Post 02/230: Senior Administrative Officer: Information Management Compliance, Chief Directorate: Information Management (Knowledge Management) Salary: R376 413 per annum, Centre: Head Office, Cape Town, with Ref No: Post 2/230 has been cancelled and Kindly note that the advert for the Post of 3/291: Principal Housekeeping Supervisor, Chief Directorate: Metro Health Services, Salary: R216 417 per annum: Centre: Victoria Hospital advertised in the Public Service Vacancy 03 dated 24 January 2025, with Ref No: Post 3/291 has been cancelled.
And Kindly note that the advert for the Post 03/298: Household Aid, Cape Winelands District 160, Salary: R131 265 per annum, Centre: Montagu Hospital, Langeberg Sub-district, advertised in the Public Service Vacancy 03 dated 24 January 2025, with Ref No: Post 3/298 has been cancelled. And Kindly note that the advert for the Post 03/307: Cleaner (Sessions) (15, 20 and 30 Sessions), (Contract till 31 March 2028), Cape Winelands Health: District: Salary: R86.45 per hour, Centre: Breederiver CC, Nduli CC Witzenberg Sub-district, advertised in the Public Service Vacancy 03 dated 24 January 2025, with Ref No: Post 3/307 has been cancelled.

OTHER POSTS

POST 04/90 : **CLINICAL MANAGER (MEDICAL) GRADE 1**
Central Karoo District

SALARY : R1348 635 per annum, (A portion of the package can be structured according to the individual's personal needs). (Plus a non-pensionable rural allowance of 22% of basic annual salary)

CENTRE : Beaufort West PHC

REQUIREMENTS : Minimum educational qualifications: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner (independent practice). Experience: A minimum of 3 years appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner. Inherent requirement of the job: Valid driver's licence (Code B/EB) and willingness to travel. Competencies (knowledge/skills): Good interpersonal relations, leadership and communication skills (verbal and written). Proven management competencies in a health environment. Appropriate experience of managing clinical services.

DUTIES : Quality clinical, non-clinical and medico-legal patient care as required by the various programmes of the Department of Health and Wellness. Supervise-, Support -, transfer of knowledge to-, training- and mentoring of the clinical staff and auxiliary staff. Provide and efficient administration service regarding all clinical and non-clinical matters and medico-legal work. Provide guidance and leadership towards the realisation of strategic goals and objectives of the division. Ensure a cost-efficient service at clinical level with regards to laboratory services, blood, medicine, consumables and equipment. Willingness to travel throughout the district.

ENQUIRIES : Dr AJ Muller Tel No: (023) 414 - 8200

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post.

CLOSING DATE : 14 February 2025

POST 04/91 : **MANAGER: MEDICAL SERVICES**

SALARY : Grade 1: R1 348 635 per annum, (A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: A minimum of 3 years' appropriate experience after registration with the HPCSA as an Independent Medical Practitioner. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Clinical / Medical management experience and/or experience working in an Academic hospital will be considered advantageous. Knowledge and managerial experience regarding managing Clinical Services; Human Resource and Financial Resource Management. Knowledge of health delivery systems, policies and applicable legislation, governing resource allocations. Applicable and proven managerial experience in a Healthcare

environment, showing leadership, strategic and operational skills. Understanding of quality improvement methods and understanding of proposed national quality system Excellent communication (written and verbal) and conflict management skills. Proven computer literacy with proficiency in (i.e. MS Word, Excel and PowerPoint) with the ability to understand and analyse statistical and financial information.

DUTIES

: Overall strategic and operational management, clinical and corporate governance of clinical service departments. Ensure the highest standards of patient care are maintained and develop standard operating practices regarding admission, treatment and discharge of patients within available resources. Effective, efficient and sustainable human resource management and planning within relevant general specialist and highly specialised clinical departments. Participate in strategies to strengthen the regional and district health care system ensuring equity of access to tertiary care. Facilitate and own improvement projects relating to technical quality, internal efficiency, effectiveness and appropriateness of relevant FBUs, i.e. ensuring well-functioning and governed clinical centre within available resources. Special portfolios/projects, which may include data collection, manipulation and analysis. Facilitate platform for teaching, training and development.

ENQUIRIES

: Dr J Punwasi Tel No: (021) 404-6288

APPLICATIONS

: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE

: No payment of any kind is required when applying for this post.

CLOSING DATE

: 14 February 2025

POST 04/92

MEDICAL SPECIALIST GRADE 1 TO 3 (ORTHOPAEDICS)

Chief Directorate: Metro Health Services

SALARY

: Grade 1: R1 271 901 per annum

Grade 2: R1 451 214 per annum

Grade 3: R1 680 780 per annum

(A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

CENTRE

: Karl Bremer Hospital, Northern/Tygerberg Sub-structure

REQUIREMENTS

: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Orthopaedics. Registration with a professional council: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in Orthopaedics. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Orthopaedics. **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Orthopaedics. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Orthopaedics. Inherent requirements of the job: Valid driver's license and willingness to travel. Willingness to partake in the Commuted overtime system if required. Competencies (knowledge/skills): Ability to render high quality surgery for Tertiary and Secondary trauma and emergency Orthopaedics. Ability to render high quality surgery for pertinent elective orthopaedic surgery. Ability to initiate own research projects and supervise research projects. Ability to render high quality teaching and training in general orthopaedics to registrars, medical officers, interns and medical students. Strong ethical principles and relevant clinical and counselling skills. Strong record of clinical expertise, clinical governance, research, teaching and training at under and postgraduate levels. Excellent managerial, interpersonal, leadership, administrative, communication, analytical and problem-solving skills. Ability to supervise clinical training and teaching. Computer literacy. Leadership-, interpersonal and organisational skills.

DUTIES

: Provision of clinical service delivery at specialist level across the full spectrum of trauma and emergency orthopaedic surgery and pertinent elective surgery. Provision of clinical service delivery at specialist level across the full spectrum of orthopaedic neck of femur fracture arthroplasty surgery and after hour on call duties for trauma and emergency orthopaedics. Supervision of clinical and operative activities of orthopaedic surgeons- in- training. Active participation in the postgraduate and undergraduate teaching programmes of the Department at Karl Bremer Hospital. Effective management and administration of a wide range of "Portfolios" and develop, conduct and supervise research projects, pertinent orthopaedic surgery and health lines.

ENQUIRIES

: Dr R Ortel Tel No: (021) 918-1990

APPLICATIONS

: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE

: No payment of any kind is required when applying for the post.

CLOSING DATE

: 14 February 2025

POST 04/93 : **REGISTRAR (MEDICAL) GRADE 1 (ANAESTHETICS)**
(4 Year Contract)

SALARY : R949 146 per annum, (A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidates to participate in a system of remunerated commuted overtime).

CENTRE REQUIREMENTS : Groote Schuur Hospital, Observatory
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Commuted overtime is compulsory. Emergency and after hour call cover. Each Registrar will be appointed in a specific training complex but could be required to work across the platform on request. Competencies (knowledge/skills): Completion of FCA Part 1. Other appropriate Post-Graduate Medical Diploma, Certificate or Degree. Current certificate of ATLS/ACLS. Experience in Internal Medicine or critical care under supervision of a Specialist. Appropriate and sufficient clinical experience since obtaining the degree of MBChB and after completion of internal rotations. Experience in Anesthesiology and Perioperative Medicine. Diploma in Anaesthesia (DA). Effective leadership and interpersonal skills. Knowledge and practical skills for safe regional and general anaesthesia. Knowledge and appropriate use of equipment.

DUTIES : Provision of safe anaesthetic care to patients. Intensive Care Therapy. Pre op assessment of patients and advice to surgeons regarding work up. Post-operative analgesia and recovery of patients from anaesthesia. Learn the art and science of anaesthesia practice and ICU Medicine. Learn critical skills required by anaesthetist. Attend tutorials and assist with training of interns, medical students, nursing staff and paramedics. Supervision in theatre/ICU and management of related theatre staff, especially after hours. Involvement in research/audits relating to anaesthesia, intensive care and pain management.

ENQUIRIES APPLICATIONS : Prof M Miller, email: malcolm.miller@uct.ac.za
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Preference will be given to SA citizens/permanent residents with a valid identity document*. No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status). Other: Registrars will be required to register as post-graduates with the applicable University in the Western Cape according to the requirements for the discipline in the yearbook and guidelines." No payment of any kind is required when applying for this post. Candidates will have to undergo profiling assessments prior to appointment. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be for a maximum contract period of 4/5 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations.

CLOSING DATE : 14 February 2025

POST 04/94 : **MEDICAL OFFICER GRADE 1 TO 3 (ORTHOPAEDICS)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R949 146 per annum
Grade 2: R1 082 988 per annum
Grade 3: R1 253 415 per annum
A portion of the package can be structured according to the individual's personal needs.

CENTRE REQUIREMENTS : Khayelitsha District Hospital
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPSCA as a Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. One-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to

perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Competencies (knowledge/skills preferred): Appropriate experience in Orthopaedics. Excellent clinical assessment and management procedures. Excellent clinical skills in terms of consultation. Good professional attitude. Communication skills Interest in Research and Audit required.

DUTIES : Provide comprehensive medical care to patients by diagnosing and treating illnesses, injuries, and other health conditions. Prescribe and manage treatment plans, including medication and therapies. Maintain accurate and detailed patient records. Refer patients to specialists or other healthcare providers when necessary. Complete the required CPD activities to maintain registration with the HPCSA. Participate in training and educational programs for healthcare professionals. Complete and submit required medical reports and documentation for legal and administrative purposes. Uphold the reputation and integrity of the medical profession. Committed to work in high volume Orthopaedic Unit under Specialist supervision. Plan and implement Health Promotion and Prevention activities in facility and community.

ENQUIRIES : Dr C Brown, Email:Craigbrown20@hotmail.co.uk
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Chief Directorate: Metro Health Services for a period of 3 months from date of advert.

CLOSING DATE : 14 February 2025

POST 04/95 : **REGISTRAR: DERMATOLOGY**
(4-Year Contract)

SALARY : R949 146 per annum, (A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidates to participate in a system of remunerated commuted overtime).

CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Commuted overtime is compulsory. Willingness to work overtime. Each Registrar will be appointed in a specific training complex but could be required to work across the platform on request. Competencies (knowledge/skills): Research methodologies, FPS Techniques. Appropriate and sufficient clinical experience since obtaining the degree of MBChB. Knowledge, expertise and experience with regards to providing medical services in assessment, diagnosis and treatment of inpatients and outpatients. Post community service experience in a clinical platform.

DUTIES : Clinical Service Provision. Participate in the Teaching program Research and Professional Development (incl. completion of MMED) Effective Clinical Administration in patient records and patient reports.

ENQUIRIES : Prof R Lehloenya Tel No: (021) 404-3376
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. *Preference will be given to SA citizens/permanent residents with a valid identity document. No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status). ii) Other: Registrars will be required to register as post-graduates with the applicable University in the Western Cape according to the requirements for the discipline in the yearbook and guidelines." No payment of any kind is required when applying for this post. Candidates will have to undergo profiling assessments prior to appointment. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be for a maximum contract period of 4/5 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required

to resign after completion of their registrarship should they not be successful for advertised Specialist positions. Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations.

CLOSING DATE

: 14 February 2025

POST 04/96

: **PHARMACIST GRADE 1 TO 3**
Chief Directorate: Metro Health Services

SALARY

: Grade 1: R804 609 per annum
Grade 2: R869 796 per annum
Grade 3: R949 146 per annum
(A portion of the package can be structured according to the individual's personal needs).

CENTRE REQUIREMENTS

: Bishop Lavis CHC, Northern/Tygerberg Sub-structure
: Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Registration with the SAPC as a Pharmacist. Experience: **Grade 1:** None after registration as a pharmacist with the SAPC in respect of SA qualified employees. 1-year relevant experience after registration as pharmacist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community service as required in South Africa. **Grade 2:** A minimum of 5 years appropriate experience after registration as Pharmacist with the SAPC in respect of SA qualified employees. 6 years 'relevant experience after registration as Pharmacist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. **Grade 3:** A minimum of 13 years relevant experience after registration as Pharmacist with the SAPC in respect of SA qualified employees. 14 years' relevant experience after registration as Pharmacist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. Inherent requirements of the job: Valid driver's license. Willingness to perform relief and after-hour duties when required.

DUTIES

: Effectively manage pharmaceutical stock through effective ordering, receipt, control and provision of stock including its safe disposal. Ensure quality provision of pharmaceutical care by adhering to policies and guidelines outlined by the South African Pharmacy Council, National Drug Policy and national and provincial treatment guidelines. Effectively manage the human resources, finances and administrative aspects relating to the clinic pharmacy. Effectively promote rational drug use and antibiotic stewardship. Ensure the compliance of the clinic pharmacy with relevant legislation and adherence to Good Pharmacy Practice.

ENQUIRIES APPLICATIONS

: Ms G Fouche Tel No: (021) 508-4618
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE

: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for other vacant similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.

CLOSING DATE

: 14 February 2025

POST 04/97

: **REGISTERED COUNSELLOR**
Overberg District

SALARY

: Grade 1: R675 450 per annum
Grade 2: R769 347 per annum
Grade 3: R868 662 per annum
(A portion of the package can be structured according to the individual's personal needs).

CENTRE REQUIREMENTS

: Caledon Hospital and Hermanus Hospital
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Registered Counsellor. Registration with a professional council: Registration with (HPCSA) as a Registered Counsellor. Experience: **Grade 1:** None after registration with the HPCSA as a Registered Counsellor. **Grade 2:** A minimum of 8 years appropriate experience as a Counsellor after registration with HPCSA as Counsellor. **Grade 3:** A minimum of 16 years appropriate experience as a Counsellor after registration with HPCSA as Counsellor. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel in the Sub-district to consult clients, attend and conduct meetings and training sessions. Competencies (knowledge/skills): Knowledge and/or experience in counselling, psychometric assessments and identification of mental health challenges. Ability

to think strategically and analytically, as well as the ability to interpret and implement policies and guidelines. Work within your professional scope of practice and know when to refer for more specialised mental health interventions. Knowledge and experience in providing mentoring and supervision of other lay health workers. Good presentation skills and the ability to conduct meetings and training. Good intra-and interpersonal skills aimed at professional relational development, maintenance of good professional relations and effective conflict resolution. Conceptualization skills as appropriate for individual and group evidence-based intervention, identification and application.

DUTIES : Provide preventative and developmental counselling services and interventions on all systems levels. Perform supportive psychological interventions to enhance mental well-being on an individual basis, group basis or at community level. Perform basic psychological screening aimed at overall generalized functioning enhancement. Provide counselling in conjunction with interdisciplinary/multi-sectoral support teams. Provide psychoeducation and mental health promotion. Report writing and providing feedback to clients/supervisor(s) on interventions. Provide supervision, mentoring and support to lay health workers. Upskill mental health workers and other stakeholders as indicated attend regular clinical supervision. Form part of the Sub-district and district mental health teams.

ENQUIRIES : Ms D Liedeman-Prosch Tel No: (028) 514-8400
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

CLOSING DATE : 14 February 2025

POST 04/98 : **ASSISTANT MANAGER NURSING (HEAD OF NURSING SERVICES)**
 Cape Winelands Health District

SALARY : R656 964 per annum, (plus a non-pensionable rural allowance of 8% of basic annual salary)
CENTRE : Ceres Hospital, Witzenberg Sub-district
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as a professional Nurse. Experience: A minimum of 8 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/ recognisable experience at management level. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to do standby and overtime duty for the hospital. Competencies (knowledge/skills): Experience in change management, people management, conflict management, problem solving, negotiation, and strategic planning. Good organisational, interpersonal relations and communication skills (verbal and written). Expertise in quality improvement, infection prevention and control strategies and in-depth knowledge and application of Ideal Hospital. Computer literacy (MS Word, Excel and PowerPoint). Extensive knowledge and understanding of the District Health System/and health implementation thereof as well as experience in office administration, human resource management, financial management, supply chain and procurement processes.

DUTIES : Provide strategic leadership towards achieving goals and objectives in the Nursing Division through the implementation and monitoring of policies, regulations, professional practices, procedures and standards to achieve quality, holistic Nursing Care. Provide professional, technical and management support for the provision of quality patient care through effective and efficient management of Nursing care programs. Utilise information technology to manage health information for the enhancement of quality patient care. Manage and effective utilisation and supervision of human resources, finances and support services through the involvement of the multi-disciplinary team that ultimately promotes effective and efficient patient care. Coordinate the provision of effective training and research. Liaise with other organisations and role-players within the Witzenberg Sub-district to ensure appropriate service delivery.

ENQUIRIES : Dr ED Titus Tel No: (023) 316-9603
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post.

CLOSING DATE : 14 February 2025

POST 04/99 : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (INFECTION PREVENTION CONTROL)**
 Chief Directorate: Metro Health Services

SALARY : Grade 1: R520 560 per annum
CENTRE : Karl Bremer Hospital, Northern/Tygerberg Sub-structure

- REQUIREMENTS** : Minimum educational qualifications: Basic R425 qualification (diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. (This dispensation is only applicable for post of Clinical Programme Co-ordinator where it is an inherent requirement of the post, incumbent to maintain registration with SANC). Registration with a professional council: Registration with the South African Nursing Council (SANC) as a Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Valid driver's licence (code B/EB). Competencies (knowledge/skills): Appropriate experience in IPC in an acute hospital environment. Good interpersonal relations, leadership and communication skills (verbal and written). Ability to analyse health systems information, conducting research or surveys and compiling comprehensive report. Project management skills and computer literacy. Knowledge of the management of the operations of CSSD and Infection prevention and control in line with ideal hospital standards and requirements.
- DUTIES** : Management of Infection control. Education on Infection Prevention Control practices. Promotion and maintenance of Waste Management. Ensure effective Occupational Health and Safety Programme. Participate in the analysis, formulation and implementation of Ideal Hospital Framework, guidelines standards and procedures. Maintain Constructive working relationship with stakeholders e.g. nursing multi-disciplinary and inter-departmental teamwork.
- ENQUIRIES** : Ms E Linden Mars Tel No: (021) 918-1224
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. The pool of applicants will be considered for other vacant Clinical Programme Coordinator IPC posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates must be subjected to a competency assessments test.
- CLOSING DATE** : 14 February 2025
- POST 04/100** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PSYCHIATRY) (X2 POSTS)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R451 533 (PN-B1) per annum
Grade 2: R553 545 (PN-B2) per annum
- CENTRE** : Kraaifontein CHC (X1 Post), Delft CHC (X1 Post), Northern/Tygerberg Sub-structure Office
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i. e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse with Psychiatry. A post-basic nursing qualification, with duration of at least 1 year, accredited with SANC in Advanced Psychiatry Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse and Psychiatry. Experience: **Grade 1:** A Minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. **Grade 2:** A Minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Psychiatry, after obtaining the 1year post-basic qualification in Advanced Psychiatric Nursing Science. Competencies (knowledge/skills): Good interpersonal, planning, and organisational skills. Computer literacy (MS Office). Knowledge of the Mental Health Care Act, Child Care Act, Nursing Act and other relevant legislation. Experience of Community Mental Health at Primary Health Care level.
- DUTIES** : Render an effective and comprehensive nursing treatment and care to patients. Provide continuous and comprehensive nursing care, Effective utilization of human, material and physical resources. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial, or religious differences. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the health facility.
- ENQUIRIES** : Mr S Tutu Tel No: (021) 834-7119, (Kraaifontein CHC)
Ms Zide-Ndzungu Tel No: (021) 954-2237 (Delft CHC)
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Advanced Psychiatric Nursing Science with the South African Nursing Council. The pool of applicants will be considered for other vacant similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a practical/written and oral assessment.
- CLOSING DATE** : 14 February 2025

POST 04/101 : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PHC)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R451 533 per annum
Grade 2: R553 545 per annum

CENTRE : Symphony Way CDC, Northern/Tygerberg Sub-structure

REQUIREMENTS : Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Post-basic nursing qualification, with a duration of at least 1 year accredited with the SANC in the following: Diploma in Clinical Science, Health Assessment, Treatment and Care, accredited with SANC (R48). Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Inherent requirements of the job: A valid driver's license and willingness to travel. Willingness to work after hours. Experience: **Grade 1:** A Minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. **Grade 2:** A Minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Psychiatry, after obtaining the 1year post-basic qualification in Advanced Psychiatric Nursing Science. Competencies (knowledge/skills): Knowledge of procedures relating to nursing education, training and of basic post basic nursing. Knowledge and understanding of nursing Code of Ethics and Professional Practice of the SANC of nursing Standard of Practice and scope of practice. Computer literate in MS Office (Excel, Word and Power point) and MS Outlook.

DUTIES : Manage and provide clinical comprehensive PHC services. Plan and implement Health Promotion and Prevention activities. Link with community structures and NPO's. Collect data and submit reports on or before time. Assist with managing human and equipment resources. Ensure an effective administrative service. Facilitate clinical teaching, training and health education. Provision of effective clinical services. Partake in research activities.

ENQUIRIES : Ms. G Naude Tel No: (021) 204-9462

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care. The pool of applicants will be considered for other vacant Clinical Nurse Practitioner posts within the Chief Director Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.

CLOSING DATE : 14 February 2025

POST 04/102 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OPHTHALMOLOGY)**
Central Karoo District

SALARY : Grade 1: R451 533 per annum
Grade 2: R553 545 per annum
(Plus, 12 % non-pensionable rural allowance of your annum basic salary)

CENTRE : Beaufort West Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic qualification with duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Ophthalmology. Registration with a Professional Council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years' appropriate/recognizable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in Ophthalmic Nursing Science. Inherent requirement of the job: Valid (Code B/EB) driver's license, and willingness to travel. Competencies (knowledge/skills): Computer literacy (MS Office). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care Proficiency in Ophthalmic Clinical practice.

DUTIES : Provide Ophthalmic Health Services within the Beaufort West Sub-district, (i.e. Hospital; CDC's, clinics, mobiles and satellites). Ensure that all prescribed health policies are implemented. Ensure efficient planning, control and the effective use of all resources. Liaise with all role-players within the Central Karoo sub-district/s to ensure appropriate service delivery.

ENQUIRIES : Ms. J Rossouw Tel No: (023) 414 - 3984

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. The pool of applications will be considered for other Professional Nurse: Ophthalmology posts within the Central Karoo District for a period of 3 months from date of advert. Candidates will be subjected to a practical/written assessment. "Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: in Medical and Surgical Nursing Science: Ophthalmological Nursing with the South African Nursing Council.". The pool of applicants will be considered for similar vacant posts within Central Karoo District for a period of 3 months from date of advert.

CLOSING DATE : 14 February 2025

POST 04/103 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: THEATRE)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R451 533 (PN-B1) per annum

Grade 2: R553 545 (PN-B2) per annum

CENTRE : Karl Bremer Hospital, Northern/Tygerberg Sub-structure

REQUIREMENTS : Minimum educational qualifications: Basic R425(Degree/Diploma in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. A post-basic nursing qualification, with duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre.Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in Medical and Surgical Nursing Science: Operating Theatre. Inherent requirements of the job: Willingness to work shifts including weekends, public holidays and night duty. Competencies (knowledge/skills): Ability to function/ make decisions independently as part of a multi-disciplinary team. Good communication, interpersonal, leadership and conflict resolution skills. Knowledge of major incident disaster.

DUTIES : Provide safe and comprehensive care delivered to patients in theatre. Provision of optimal, holistic specialized care with set standards within professional/legal framework. Ensure accurate record-keeping for statistical and legal purposes. Effective utilization of human, material and physical resources.

ENQUIRIES : Ms E Linden Mars Tel No: (021) 918-1224

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : Candidates who do not have the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification in: Medical and Surgical Nursing Science: Operating Theatre Nursing. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.

CLOSING DATE : 14 February 2025

POST 04/104 : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PHC) (X2 POSTS)**
Cape Winelands Health District

SALARY : Grade 1: R451 533 per annum

Grade 2: R553 545 per annum

CENTRE : Stellenbosch Sub-district

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1 year in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC (48). Registration with a professional council: Current registration with the South African Nursing Council as Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years' appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable nursing

experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirement of the job: Prepared to work at different facilities within the Sub District inclusive a Mobile and when needed within the community (COPC concept). Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Demonstrate in-depth knowledge of Nursing and public service legislation. Computer literacy (MS Word and Excel). Ability to promote quality patient care through the implementation of protocols, guidelines and standards. BANC & PACK training or experience.

DUTIES : Assist with the management of the burden of disease in accordance with the guidelines and protocols of the western cape. Provide and maintain quality of care to all patients and health services. Maintain accurate clinical records, statistics registers, and referral records. Effective utilization of Resources/Stock within the limited budget constraints. Participation in Community events and initiating awareness with regards to health-related issues. Maintain and participate in inter-professional and multi-disciplinary teamwork but able to work independently. Supervise and mentor lower categories of staff. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Ms M.M. Muller Tel No: (021) 808-6109
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post.

CLOSING DATE : 14 February 2025

POST 04/105 : **SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (CLINICAL SOURCING) (X3 POSTS)**

Directorate: Supply Chain Sourcing

SALARY : R376 413 per annum

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: An appropriate 3-year National Degree/Diploma. Experience: Appropriate experience and understanding of clinical consumables, services and equipment within a healthcare environment. Inherent requirement of the job: Valid driver's license (Code B/EB). Competencies (knowledge/skills): Report-writing. Rigorous expenditure analysis and reporting. Ability to assimilate and interpret detailed information. Ability to work under pressure and meet deadlines. Attention to detail. Good organisational skills. Computer literacy (Word, Excel and PowerPoint). Excellent written and verbal communication. Knowledge of the PFMA, National Treasury Regulations and Preferential Procurement Regulations.

DUTIES : End-to-end management of the sourcing process. Integrated demand, acquisition and contract management service of clinical goods and services commodities. Supplier relationship and performance management. Internal and external stakeholder management. Delivery of optimal commercial benefits to the Department.

ENQUIRIES : Mr R Kortje Tel No: (021) 834 9021 or email, Richard.Kortje@westerncape.gov.za

Mr S Andrews Tel No: (021) 833 7625 or email, Stanthin.Andrews@westerncape.gov.za

Ms N Ntaka Tel No: (021) 834 9025 or email, Ncumisa.Ntaka@westerncape.gov.za

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post.

CLOSING DATE : 14 February 2025

POST 04/106 : **SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCES AND LABOUR RELATIONS (HRD)**

Chief Directorate: Metro Health Services

SALARY : R376 413 per annum

CENTRE : Karl Bremer Hospital, Northern/Tygerberg Sub-structure

REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma/Degree in Human Resource Management or Labour Relations. Experience: Appropriate experience in Labour Relations and Human Resource Development in Public Sector. Appropriate experience in PERSAL. Inherent requirements of the job: Valid Driver's License (code B/EB). Competencies (knowledge/skills): Knowledge and implementation of Labour Relations and Human Resources Development and Training, prescripts and legislation. Ability to analyse data to compile management reports, detailing relevant trend analysis and excellent report writing and presentation skills. Excellent computer skills in MS Office (i.e. Word, Excel, PowerPoint and PERSAL). Ability to work independently.

DUTIES : Interpret Labour Relations and Human Resources Development and Training policies and prescripts and manage/monitor its implementation. Administer grievance and disciplinary cases and maintain a database to generate weekly/monthly reports for labour relations and all training interventions. Assist in the development, implementation and evaluation of a Workplace Skills Plan. Co-ordinate Induction training, and facilitate Workshops and Training as required. Render a service to the Institutional Management and Labour Committee (IMLC) as well as the HRD Training Committee including representing the hospital at all Labour Relations and HRD and Training forums and provide feedback/advice accordingly. Consult and advise Line Managers on

all Labour Relations and HRD training policies, procedures and interventions. Responsible for the coordination of the Wellness Interventions at the institution.

ENQUIRIES : Mr A Horak Tel No: (021) 834-5884
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test.
CLOSING DATE : 14 February 2024

POST 04/107 : **SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (GOVERNANCE, TRAINING AND DEVELOPMENT)**
Directorate: Supply Chain Management, Governance

SALARY : R376 413 per annum
CENTRE : Head Office, Bellville (Karl Bremmer Hosp Premises)
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma/ degree. Experience: Appropriate knowledge and experience within a government SCM environment. Appropriate knowledge and experience of procurement prescripts related to Goods, Services. Appropriate training, facilitation or presentation skills experience. Inherent requirement of the job: Valid driver's licence (Code B/EB) and able to travel to conduct training. Competencies (knowledge/skills): Computer Literacy in MS Office, particularly in MS Word, MS Excel and MS PowerPoint. Accredited training, facilitation or presentation experience. Compilation of course content and good report writing skills. Effective communication and interpersonal skills. Possesses sound problem-solving skills. Appropriate knowledge of Supply Chain Management Legislation, Policy frameworks, the Public Finance Management Act (PFMA), National and Provincial Treasury Regulations and Instructions, Knowledge and understanding of the Accounting Officers System and SCM delegations related to Goods, Services and General Conditions of Contract. Appropriate knowledge of LOGIS/BAS, ePS or similar Procurement Management Systems.

DUTIES : Develop, present and or facilitate training to SCM officials throughout the Western Cape, therefore required to travel. Conduct training needs assessments to determine training interventions. Develop and update an annual training plan. Course administration and coordination of course logistics. Liaison with various internal and external stakeholders for the coordination and facilitation of training programmes. Collation and review of feedback on various training interventions. Develop, present and facilitate Supply Chain Management learning programs related to Goods, Services, as per approved Departmental training plan. Develop training interventions on an ad-hoc basis as a result of urgent training needs identified by management. Facilitation of internal and external training as per approved Departmental training plan. Review of evaluation forms for training interventions. Identification of course objectives met with training interventions. Development and maintenance of training database. Quarterly and annual reporting on training provided. Management of human resources within the training unit, supervision of staff.

ENQUIRIES : Ms. L Khan Tel No: (021) 834-9047
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department and may also be required to undergo competency assessments.

CLOSING DATE : 14 February 2025

POST 04/108 : **ADMINISTRATIVE OFFICER: ENVIRONMENTAL SERVICES (SUPPORT SERVICES)**

SALARY : R308 154 per annum
CENTRE : Red Cross War Memorial Children's Hospital, Rondebosch
REQUIREMENTS : Minimum educational qualification: Senior Certificate or equivalent. Experience: Appropriate supervisory experience. Appropriate knowledge and experience within support services with reference to facility management and contract management within Hospital environment. Inherent requirements of the job: Ability to work in every physical demanding environment. Valid (code B/EB) drivers' licence Willingness to work extra hours and be on standby duties Competencies (knowledge/skills): Good communication, interpersonal and organising skills and ability to supervise multi-disciplinary teams. Independent decision making, problem solving and interpersonal skills. Knowledge of contact management. Knowledge of waste management, pest control services, creche, telecommunication, cleaning and hygiene, linen/laundry services and security services. Computer literacy (Ms Office, Excel, Word and Outlook). Knowledge of stock control. policies, procedures, service outputs and Service Level Agreements for Outsourced Services.

DUTIES : Provide efficient and effective management and supervision for the Support Services component and its resources (waste management, pest control, creche, telecommunication, hospital accommodation facilities and grounds, cleaning and hygiene, linen/laundry services and security services). Effective management of out-sourced contract services within Support Services

component. Effective management of resources including people management, finance and assets Responsible for supervision of staff including staff performance and disciplinary matters. Training and development of staff.

ENQUIRIES : Ms Z Ndevu Tel No: (021) 658-5078
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 14 February 2025

POST 04/109 : **ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT**
Cape Winelands Health District

SALARY : R308 154 per annum
CENTRE : Robertson Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post Experience: Appropriate and proven experience in Finance and Supply Chain Management. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Extensive knowledge of relevant financial prescripts, departmental policies, delegations and procedures. An aptitude for working with financial figures, good organizational, management and leadership skills. Extensive knowledge and practical experience in Basic Accounting System (BAS), LOGIS/SYSPRO, Electronic Procurement Solutions (ePS) and Microsoft Package (MS Word, MS Excel, MS Outlook, PowerPoint).

DUTIES : Responsible for overall operational Finance and Supply Chain Management functions ensuring effective and efficient application of procurement policies and processes with the primary responsibility and focus on effective procurement, inventory and asset management. System Management (ensure system controller functions are carried out as well as the maintenance of the system) and approver duties on ePS. Accurate and timeous preparation of reports and assist with the completion of the Annual and Interim Financial statements, ensure audit compliance and handle queries related to Finance and Supply Chain Management. Render a support function to Senior Administration Officer Finance and the Langeberg Sub-district Management. Management off all People Management related functions allocated to the position of Administrative Officer within Finance and Supply Chain Management.

ENQUIRIES : Mr B Jason Tel No: (023) 626-8525
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 14 February 2025

POST 04/110 : **ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT**
Directorate: Supply Chain Management, Western Cape Health Warehouse

SALARY : R308 154 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Senior Certificate. Experience: Appropriate experience in the full spectrum of Supply Chain Management, with the main focus being on Inventory Management and Warehousing. Appropriate warehouse experience in operations. Inherent Requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Supervisory skills. Knowledge of tools for report generation (MS Word, Excel, and PowerPoint, etc.). Good managerial and supervisory skills Good written and verbal communication skills. Knowledge of PFMA, Finance instructions, Treasury regulations, inventory management procedures, warehouse management and electronic materials management system. Knowledge of SYSPRO/LOGIS/MEDSAS. Knowledge and ability to apply the disciplinary code. Computer literacy in Microsoft Package (MS Word, MS Excel, PowerPoint, MS Outlook) Uphold good warehouse practices.

DUTIES : Render an effective, efficient and economic service in all aspects of Inventory and Warehouse Management. Liaise with Chief users with regards to any queries which may arise. Manage inventory, consumable stock levels and Bi-Annual stock take process. Perform all warehouse management functions to ensure the availability of inventory and consumables. Perform disposal management functions with regards to expired/redundant stock. Liaise with end users, and other Governmental Departments regarding Supply Chain matters. Develop and train staff in Supply Chain Management. Manage the performance and development of staff.

ENQUIRIES : Ms M Barlow, email: Margot.Barlow@westerncape.gov.za
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 14 February 2025

<u>POST 04/111</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R307 473 (PN-A2) per annum Grade 2: R375 480 (PN-A3) per annum Grade 3: R451 533 (PN-A4) per annum
<u>CENTRE</u>	:	Worcester Regional Hospital: Relief General (X1 Post) Mixed Ward (X3 Posts)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwife. Registration with a professional council: Registration with the South African Nursing Council as Professional Nurse and Midwife. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/ recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Grade 3: A minimum of 20 years appropriate/ recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Ability to work shifts during the day and night, weekends and public holidays and overtime when required by supervisor. Willingness to rotate within different Functional Business Units. Competencies (knowledge/skills): The ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure quality nursing care. Good problem solving, motivational and leadership skills.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Ensure accurate collection and recording of data. Render support to the supervisor and colleagues.
<u>ENQUIRIES</u>	:	Ms AE Badenhorst Tel No: (023) 348 1137
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Worcester Regional Hospital for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	14 February 2025
<u>POST 04/112</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R307 473 (PN-A2) per annum Grade 2: R375 480 (PN-A3) per annum Grade 3: R451 533 (PN-A4) per annum
<u>CENTRE</u>	:	Worcester Regional Hospital Family Meds (X1 Post) Mixed Surgery (X1 Post) Internal Medicine (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with a professional council: Registration with the South African Nursing Council as Professional Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/ recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Grade 3: A minimum of 20 years appropriate/ recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Ability to work shifts during the day and night, weekends and public holidays and overtime when required by supervisor. Willingness to rotate within different Functional Business Units. Competencies (knowledge/skills): The ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure quality nursing care. Good problem solving, motivational and leadership skills.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Ensure accurate collection and recording of data. Render support to the supervisor and colleagues.

- ENQUIRIES** : Ms AE Badenhorst Tel No: (023) 348-1137
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Worcester Regional Hospital for a period of 3 months from date of advert.
- CLOSING DATE** : 14 February 2025
- POST 04/113** : **PHARMACIST ASSISTANT (POST BASIC) GRADE 1 TO 3**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R250 947 per annum
Grade 2: R290 436 per annum
Grade 3: R313 308 per annum
- CENTRE** : Karl Hospital Hospital, Northern/Tygerberg Sub-structure
- REQUIREMENTS** : Minimum educational qualification: As required by the training facility and the South African Pharmacy Council (SAPC) plus Post-Basic Pharmacist Assistant qualification that allows registration with the SAPC as a Pharmacist Assistant (Post-Basic) (Institutional). Registration with a professional council: Registration with the SAPC as a Pharmacist's Assistant (Post Basic) (Institutional). Experience: **Grade 1:** None after registration with the SAPC as Pharmacist's Assistant (Post-Basic). **Grade 2:** A minimum of 5 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. **Grade 3:** A minimum of 13 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Inherent requirements of the job: Willingness to work weekends. Competencies (knowledge/skills): Experience in JAC/computerized pharmaceutical system. Good computer literacy. Ability to work as part of a team or independently. Ability to work under pressure.
- DUTIES** : Assist with issuing of pharmaceutical products and ensure quality provision of Pharmaceutical Care, including prescription evaluation. Working under both direct and indirect supervision of a pharmacist. Assist with the control of stock by managing the safe and reliable procurement, storage, control and distribution of quality pharmaceuticals. Assist with the packing of pharmaceuticals products. Assist with the control and distribution finished pharmacy products. Assist with the collation and organizing of information for research purposes and any reasonable job-related requests within the scope of practice of the Pharmacist Assistant: Post Basic.
- ENQUIRIES** : Mr. E. Wajoodien Tel No: (021) 918-1404
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". Pharmacist Assistants who do not comply with registration in either of the advertised categories may apply on condition that registration in the required category is obtained within 12 months. The appointment will be subject to a 12-month probationary period. Should the employee not meet the conditions of their appointment within the agreed timeframes, the probationary period may be extended, or the employee may be dismissed. The pool of applicants will be considered for other similar vacant Pharmacy assistants Post basic posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
- CLOSING DATE** : 14 February 2025
- POST 04/114** : **ADMINISTRATION CLERK: HRM (PEOPLE MANAGEMENT)**
Chief Directorate: Metro Health Services
- SALARY** : R216 417 per annum
- CENTRE** : Karl Bremer Hospital, Northern/Tygerberg Sub-structure
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in People Management Administration. Competencies (knowledge/skills): Written and verbal communication skills. Computer literacy (MS Word, Excel, PowerPoint, Outlook), numeracy and mathematical skills. Knowledge of the People Management prescripts in the Public Service. Good interpersonal and organisational skills and the ability to function under pressure and meet deadlines.

- DUTIES** : Provide an efficient and comprehensive personnel and administrative function in line with relevant policy and prescripts. Provide an efficient PERSAL & Salary administration function. Provide an efficient and effective Recruitment and Selection in line with relevant policies and prescripts. Maintain effective record keeping. Provide an efficient support function to Supervisor, colleagues and Karl Bremer Hospital by efficient application of People Management Policies.
- ENQUIRIES** : Mr. G Tilling Tel No: (021) 834-5892
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical / written assessment during the interview process.
- CLOSING DATE** : 14 February 2025
- POST 04/115** : **ADMINISTRATION CLERK: ADMISSIONS**
Cape Winelands Health District
- SALARY** : R216 417 per annum
- CENTRE** : Montagu CDC, Langeberg Sub-district
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in a Patient Administration environment, HECTIS and CLINICOM systems. Appropriate experience of working in an emergency environment will be an advantage. Inherent requirements of the job: Willingness to work 12-hour day/night shifts and weekends. Willingness to work overtime when required. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Computer literacy (MS Windows, Word, Excel and Access). Knowledge of EC HECTIS System/ willingness to learn. Knowledge of applicable policies - Hospital Fees memorandum Chapter 18, the Uniform, Patient Fee Schedule (UPFS), Finance Instructions & Medical Records policies. Multitasking in a very busy unit, including emergencies.
- DUTIES** : Manage switchboard and Queries /Communication with patients with waiting times and procedures. Restocking of all clinical stationary administration. Precuring of stock and administration of maintenance of equipment. Correct assessment of patients as per UPFS and PGWC billing procedures, amendments and ICD10 coding capturing. Regular archiving of patient folders as per prescripts. Reconciliation, correction and submission of patient statistics.
- ENQUIRIES** : Ms C Davids Tel No: (023) 626-8577
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 14 February 2025
- POST 04/116** : **STAFF NURSE GRADE 1 TO 3 (X3 POSTS)**
Overberg District
- SALARY** : Grade 1: R209 112 per annum
Grade 2: R248 613 per annum
Grade 3: R290 805 per annum
- CENTRE** : Caledon Hospital (X2 Posts)
Grabouw CHC (X1 Post)
- REQUIREMENTS** : Minimum educational qualification: Qualification that allows you registration with South African Nursing Council as Staff Nurse. Registration with a professional council: Registration with the SANC as a Staff Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as a Staff Nurse. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as a Staff Nurse. Competencies (knowledge/skills): Good communication skills (written and verbal). Inherent requirements of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover for nursing.
- DUTIES** : Provide basic clinical nursing care. Development and implementation of basic patient care plans. Effective utilization of resources. Maintain professional growth/ethical standards and self-development.
- ENQUIRIES** : Ms TC Leeuwenskieter Tel No: (028) 212-1070 (Caledon Hospital)/ Ms L Van Wyk Tel No: (021) 859-1301 (Grabouw CHC)
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates will be required to undergo a practical assessment. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within the Overberg District for a period of 3 months from date of advert."
- CLOSING DATE** : 14 February 2025

<u>POST 04/117</u>	:	<u>STAFF NURSE GRADE 1 TO 3 (X2 POSTS)</u> Cape Winelands Health District
<u>SALARY</u>	:	Grade 1: R209 112 per annum Grade 2: R248 613 per annum Grade 3: R290 805 per annum
<u>CENTRE REQUIREMENTS</u>	:	Langeberg Sub-district Minimum educational qualification: Qualification that allows registration with the SANC as Staff Nurse. Registration with a professional council: Registration with the SANC as Staff Nurse. Experience: Grade 1: None Grade 2: A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Staff Nurse. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse. Inherent requirements of the job: Willingness to travel to and support other clinics in the Sub-district when needed and willing to work on the mobile health clinic bus within the community (COPC concept). Valid (code B/EB) driver's licence Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related to nursing within the public sector. Computer literacy (MS Word, Excel and Outlook) to be able to communicate, capture patient information, check results and capture data. Ability to promote quality patient care through the implementation of protocols, guidelines, and standards.
<u>DUTIES</u>	:	Development and implementation of basic patient care to all patients. Provide basic clinical nursing care. Effective utilisation of human and financial resources within the limited budget constraints. Maintain professional growth/ethical standards and self-development. Improving quality of health services to the surrounding communities.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms E Pengelley Tel No: (023) 626-8500 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Langeberg Sub-district for a period of 3 months from date of advert."
<u>CLOSING DATE</u>	:	14 February 2025
<u>POST 04/118</u>	:	<u>FOOD SERVICES SUPERVISOR</u>
<u>SALARY</u>	:	R183 279 per annum
<u>CENTRE REQUIREMENTS</u>	:	Tygerberg Hospital Minimum educational qualification: General Education and Training Certificate (GETC)/ Grade 9 (Std 7). Experience: Appropriate experience in food service environment. Appropriate supervisory experience. Competencies (knowledge/skills): Literacy with sound numerical skills. Ability to work according to the rules or standards and to meet deadlines. Sound interpersonal communication skills. Knowledge and ability to handle industrial equipment. Knowledge of applicable legislation and policies or nutrition and different diets or large-scale food preparation according to standard recipes. Inherent requirements of the job: Ability to do physical tasks. Be able to work shifts, weekends and public holidays. Ability to work in large scale freezers and cold rooms. The incumbent must be strong enough to lift heavy objects and be on their feet the entire day.
<u>DUTIES</u>	:	Support the principal food services supervisors and food service manager or senior in the execution of their tasks. Responsible for hygiene. Supervise and administer physical resources. Assist with meal bookings, meal cards and coding. Implement standard menu, production planning and correct procedures for receipt, storage, preparation, portioning and distribution of meals. Supervise food hygiene guidelines. Allocate tasks and co-ordinate work schedules. Maintain security of kitchen unit and all physical resources and supplies. Supervise and administer activities regarding the meal plan (patients and private patients).
<u>ENQUIRIES APPLICATIONS</u>	:	Ms R Keyser Tel No: (021) 938-4135 Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Candidates may be subjected to a practical/ competency assessment.
<u>CLOSING DATE</u>	:	14 February 2024
<u>POST 04/119</u>	:	<u>ARTISAN ASSISTANT</u> Cape Winelands Health District
<u>SALARY</u>	:	R183 279 per annum
<u>CENTRE REQUIREMENTS</u>	:	Stellenbosch Sub-district Minimum educational qualification: Grade 10 (or equivalent). Experience Appropriate handyman experience within a Government Department. Inherent requirements of the job: Valid (Code B/EB) driver's license Willingness to work overtime when required. Ability to perform standby

duties when required. Capability to perform strenuous physical labour. Competencies (knowledge/skills): Ability to function independently, plan (pro-active) and work in a team. Ability to adhere to safety standards.

- DUTIES** : Assist with repairs and installation of projects, emergency breakdowns. Maintain and repair of plant equipment. Assist in preventive maintenance procedures, such as autoclave, steam generators, water tanks, calorifier and standby generators. Basic plumbing, electrical, carpentry, welding, repairs and installations. Assist with the control and requisitioning of material and parts. Strict adherence to the Occupational Health and Safety Act.
- ENQUIRIES** : Mr. C. Modisie Tel No: (021) 808-6178
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 14 February 2025

POST 04/120 : **NURSING ASSISTANT GRADE 1 TO 3**
Garden Route District

SALARY : Grade 1: R165 177 per annum
Grade 2: R192 675 per annum
Grade 3: R277 070 per annum

CENTRE : Mossel Bay Hospital (Nursing Relief)

REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with a professional council: Registration with the SANC as a Nursing Assistant. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration as Nursing Assistant with the SANC. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration as Nursing Assistant with the SANC. Inherent requirement of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover for nursing. Willingness to rotate within the facility/hospital. Competencies (knowledge/skills): Good communication skills (written and verbally). Self-discipline and motivation.

DUTIES : Provide quality basic nursing care. Provide elementary clinical nursing care. Assist Patients with activities of daily living which includes Patient Hygiene, Nutritional status, mobility and elimination needs. Maintaining professional growth, Ethical standards and Self-development. Record Keeping.

ENQUIRIES : Ms JA Mahlangu Tel No: (044) 604-6104

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within the Mossel Bay District for a period of 3 months from date of advert.

CLOSING DATE : 14 February 2025

POST 04/121 : **NURSING ASSISTANT GRADE 1 TO 3**
Overberg District

SALARY : Grade 1: R165 177 per annum
Grade 2: R192 675 per annum
Grade 3: R277 070 per annum

CENTRE : Caledon Hospital

REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with South African Nursing Council (SANC) as a Nursing Assistant. Registration with a professional council: Current registration with the SANC as Nursing Assistant. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant. Inherent requirement of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover for nursing. Competencies (knowledge/skills): Good communication skills (written and verbal).

DUTIES : Assist patients with activities of daily living (physical care). Provide elementary clinical nursing care. Maintain professional growth/ethical standards and self-development. Record keeping.

ENQUIRIES : Ms TC Leeuwenskieter Tel No: (028) 212 1070

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only

be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within the Overberg District for a period of 3 months from date of advert.

- CLOSING DATE** : 14 February 2025
- POST 04/122** : **MEDICAL SPECIALIST (SESSIONAL) GRADE 1 TO 3 (ANAESTHETICS) 10 SESSIONS PER WEEK (CLINICAL OBSTETRICS)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R612 per hour
Grade 2: R698 per hour
Grade 3: R809 per hour
- CENTRE REQUIREMENTS** : Mowbray Maternity Hospital
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Anaesthesiology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Anaesthesiology. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Anaesthesiology. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Anaesthesiology. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employee) as a Medical Specialist in Anaesthesiology. Inherent requirement of the job: Valid driver's licence and willingness to travel within the Metro. Willingness to work at the hospitals on the platform- Groote Schuur, New Somerset and Mowbray Maternity Hospital. Competencies (knowledge/skills): Appropriate experience in obstetric anaesthesia. Ability to work in a team and with all levels of staff. Interest in training junior anaesthetists and students in a career in anaesthesia. Computer literacy.
- DUTIES** : To deliver comprehensive anaesthesia and critical care services to patients in theatre and the wards at Mowbray maternity Hospital. Pre-operative, intraoperative and post-operative anaesthetic management of surgical patients. Teaching and training of interns, students and nursing colleagues. Rotating through the hospitals affiliated with the University of Cape Town, namely Groote Schuur Hospital, New Somerset Hospital and Mowbray Maternity Hospital. Management duties such as statistics, presentations and research. Management of the epidural and pain service at Mowbray Maternity Hospital.
- ENQUIRIES** : Dr Claire Pfister Tel No: (021) 404-5001
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.
- CLOSING DATE** : 14 February 2025
- POST 04/123** : **MEDICAL SPECIALIST GRADE 1 TO 3 (FAMILY MEDICINE) (SESSIONAL)**
Cape Winelands Health District
- SALARY** : Grade 1: R612 per hour
Grade 2: R698 per hour
Grade 3: R809 per hour
- CENTRE REQUIREMENTS** : Breede Valley Sub-district
Minimum educational qualification: An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Family Medicine. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Family Medicine. **Grade 2:** A minimum of 5 years appropriate experience after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Family Medicine. **Grade 3:** A minimum of 10 years appropriate experience after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employee) as a Medical Specialist in Family Medicine. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Family Medicine. Inherent requirement of the job: Valid driver's licence and

willingness to travel. Competencies (knowledge/skills): Knowledge and understanding of the Health Care 2030. Excellent administrative and research skills and computer literacy (Ms Office: Word, PowerPoint and Excel). Clinical competencies (District Hospital package of care and PHC services).

DUTIES : The successful candidate will report to the Manager: Medical Services of the respective Sub-District. Be part of the Sub-District Health Services management team and support management in the planning and governance of clinical services in the Sub-district Provide a comprehensive Acute and Primary Health Care (PHC) package of care to patients, with a person-centered approach, on the DHS platform, (including emergency care, ward rounds, OPD, outreaches to PHC facilities, theatre work, Obstetrics, in order to ensure efficient delivery of the core package of services at a District Hospital and PHC facilities. Develop, maintain and monitor protocols for proper clinical governance of the PHC services in the Sub-District, following a life course approach and Supervision and Line Management of Medical Officers, including the maintenance of competence of medical practitioners for the Sub District and initiate, supervise and conduct research appropriate to the needs of the Sub District and responsible for the training and learning of health staff and medical students Implement a Chronic Disease Management system including protocols and standards for qualitative care for patients with chronic illnesses including non-communicable diseases, mental health illnesses and HIV + patients on ART in the Sub-District. Conduct clinical audits, appropriate to the needs of the Sub District and liaise with specialists at the referral hospital to implement the Outreach and support policy of the Department.

ENQUIRIES : Dr B Botha Tel No: (023) 348-1305
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Breede Valley Sub District for a period of 3 months from date of advert.

CLOSING DATE : 14 February 2025

POST 04/124 : **MEDICAL SPECIALIST GRADE 1 TO 3 (NUCLEAR MEDICINE) (SESSIONAL)**

SALARY : Grade 1: R612 per hour
Grade 2: R698 per hour
Grade 3: R809 per hour

CENTRE : Red Cross War Memorial Children's Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in Nuclear Medicine. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Nuclear Medicine. **Grade 2:** A minimum of 5years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Nuclear Medicine. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Nuclear Medicine. Inherent requirements of the job: Valid driver's licence. Competencies (knowledge/skills): Ability to work in a team. Experience in management of general nuclear medicine, PET/CT imaging and radionuclide therapy. Additional experience in paediatric nuclear medicine would be an advantage. Computer literacy, database management. Strong moral and ethical record in nuclear medicine. The ability to work in a busy tertiary care hospital providing specialist paediatric nuclear medicine services. Ability to supervise registrars and other related trainees in acquiring paediatric nuclear medicine skills. Strong academic record in terms of teaching and research supported by courses, publications and presentations. Commitment to attaining and teaching advanced skills in nuclear medicine.

DUTIES : Offer comprehensive provision of nuclear medicine care by diagnosing and treating diseases using radioactive materials and techniques. Prepare comprehensive interpretive reports of findings. Check and approve the quality of diagnostic images before patients are discharged. Establish and enforce radiation protection standards for patients and staff. Interpret imaging data and confer with other medical specialist to formulate diagnoses. Prescribe radionuclides and dosages to be administered to individual patients particularly for radionuclide therapy. Review procedure requests and patients' medical histories to determine applicability of procedures and radioisotopes to be used. Direct nuclear medicine technologists or technicians regarding desired dosages, techniques, positions, and projections. Involved in the teaching and training of undergraduate and postgraduate students. Participation in relevant multidisciplinary meetings where nuclear medicine has a key role.

ENQUIRIES : Dr S More Stewart More, Stewart.more@uct.ac.za, Tel No: (021) 658-5111
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	14 February 2025
<u>POST 04/125</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (ANAESTHETICS) (SESSIONAL)</u> Chief Directorate: Metro Health Services (20 Sessions) (3 Year Contract)
<u>SALARY</u>	:	Grade 1: R457 per hour Grade 2: R521 per hour Grade 3: R603 per hour
<u>CENTRE REQUIREMENTS</u>	:	Karl Bremer Hospital, Northern/Tygerberg Sub-structure Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the Health Professional Council of South Africa (HPCSA) as Medical Practitioner. Experience: Grade 1: None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with recognized Foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as a Medical Practitioner with a recognized foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years of appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) driver's license. Medical Officer will be expected to be on standby, including weekends as per rotation schedule. Must be flexible to accommodate changes in schedule. Competencies (knowledge/skills): Appropriate experience in anaesthetics will be advantageous. Excellent clinical expertise and clinical governance. Excellent skills and in teaching and training at undergraduate and postgraduate level. Good leadership, communication, interpersonal, analytical and problem-solving skills.
<u>DUTIES</u>	:	Provide clinical services and comprehensive medical care to in-patients and out-patients. Academic teaching and training. Complete and submit required medical reports and documentation for legal and administrative purposes. Complete the required CPD activities to maintain registration with the HPCSA. Uphold the reputation and integrity of the medical profession.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr R Ortel Tel No: (021) 918 1733 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status). Candidates will be subjected to a practical assessment. The pool of applicants will be considered for other Medical Officer posts within the Chief Directorate: Metro Health Services for a period of 3 months from the date of advert.
<u>CLOSING DATE</u>	:	14 February 2025
<u>POST 04/126</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3</u> Cape Winelands Health District (Contact Until 31 March 2028) (Sessional) (5 Sessions)
<u>SALARY</u>	:	Grade 1: R457 per hour Grade 2: R521 per hour Grade 3: R603 per hour
<u>CENTRE REQUIREMENTS</u>	:	Breede Valley Sub-district Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner Experience: Grade 1: None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. One-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years'

relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: A valid (code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of general medical and surgical conditions on hospital and PHC level and Knowledge applicable to South African TB and HIV care guidelines and including paediatrics HIV and Drug-resistant TB. Comprehensive evidence-based, direct patient-centred Clinical Service Provision in the District Health Service and computer literacy (MS Excel, Word, Outlook etc.) and good interpersonal, organizational and teamwork skills. Primary healthcare experience. Ability and willingness to do outreach services to clinics throughout the Breede Valley Sub-district, guiding health care colleagues in managing difficult PHC cases.

DUTIES : Provide quality outpatient care to patients in Breede Valley Sub-district Primary Healthcare facilities. Provide an Outreach and Support service to PHC facilities in the Breede Valley Sub-district. Actively participate in skills transfer, training, and academic opportunities relevant to the post. Active involvement in the clinical governance of Breede Valley Sub-district facilities as required.

ENQUIRIES : Dr B Botha (Clinical Manager) Tel No: (023) 348-1305
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Breede Valley Sub District for a period of 3 months from date of advert

CLOSING DATE : 14 February 2025

POST 04/127 : **SESSIONAL PHARMACIST GRADE 1 TO 3**
 Garden Route District
 (20 Sessions Per Week)
 (1 March 2025 Until 31 March 2026)

SALARY : Grade 1: R387 per hour
 Grade 2: R419 per hour
 Grade 3: R457 per hour

CENTRE : Knysna CDC, Knysna/Bitou Sub District
REQUIREMENTS : Minimum educational qualification: A qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Registration with the SAPC as Pharmacist. Experience: **Grade 1:** None after registration as a pharmacist with the SAPC in respect of SA qualified employees. 1-year relevant experience after registration as pharmacist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community service as required in South Africa. **-Grade 2:** A minimum of 5 years appropriate experience after registration as a pharmacist with the SAPC in respect of SA qualified employees. 6-years relevant experience after registration as pharmacist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community service as required in South Africa. **Grade 3:** A minimum of 13 years appropriate experience after registration as a pharmacist with the SAPC in respect of SA qualified employees. 14-years relevant experience after registration as pharmacist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community service as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) driver's license. Ability to communicate effectively (both written and verbal). Ability to work with and within a diverse multi-disciplinary team. Competencies (knowledge/skills): Appropriate knowledge of National and Provincial Health Policies and Pharmaceutical acts and laws. Ability to work accurately under pressure and maintain a high standard of professionalism. Sound Management, communication, and conflict handling skills. Computer literacy including Pharmacy Dispensing and Stock Systems, Microsoft Excel, Microsoft Word, Microsoft PowerPoint (To be specified in application/CV).

DUTIES : Maintaining a value driven culture in line with national and provincial treatment guidelines and the Western Cape Code List of approved medicines. Effective monitoring of pharmaceutical expenditure, implementation, and evaluation of budgetary control measures. Ensure accessibility to medication and pharmaceutical care for patients. Maintain and improve the quality of patient care as a member of the multi-disciplinary team within the primary health care setting, which includes but is not limited to Antimicrobial Stewardship and rational medicine use prescription

reviews. -Effective Dispensing, compounding, and mixing of pharmaceuticals in line with statutory requirements. Ordering and maintaining stock levels. Assist supervisor with placing of orders from depot and ensuring stock levels is maintained. Ensure sufficient stock without overstocking to prevent expiring of medicine. Record keeping for statistical feedback. Ensure that all operations adhere to pharmacy act.

ENQUIRIES
APPLICATIONS

: Ms GA Turner Tel No: (044) 302- 8400
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

NOTE

: Shortlisted candidates will be subjected to a practical test and /or competency test. No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with relevant council (including individuals who must apply for change in registration status).

CLOSING DATE

: 14 February 2025